

DATE _____ PROPERTY NAME / NUMBER _____
RESIDENT NAME(S) _____
UNIT NUMBER _____ STREET ADDRESS _____
CITY _____ STATE _____ ZIP _____

SAMPLE Thank you for your residency. We hope to continue this relationship with you into the future.
☒ Your current fixed-term lease expires on SAMPLE DATE ☒ You are currently on a month-to-month agreement
We would like to offer you the opportunity to sign a new fixed-term lease with us. Please choose from one of the following options, which will take effect on SAMPLE DATE ("Effective Date"). **Lease term availability will be offered on a first-come, first-served basis.**

CURRENT		SAMPLE <input type="checkbox"/> OPTION 1 (FIXED-TERM)		SAMPLE <input type="checkbox"/> OPTION 2 (FIXED-TERM)		SAMPLE <input type="checkbox"/> OPTION 3 (MONTH-TO-MONTH)	
	CHARGE	Available Term(s) SAMPLE	INCREASE	NEW CHARGE	Available Term(s) SAMPLE	INCREASE	NEW CHARGE
Rent	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
Pet Rent	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
Parking Rent	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
Storage Rent	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
Utilities*	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE
Total	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE		\$ SAMPLE	\$ SAMPLE

SAMPLE Rent increases in excess of Oregon's rent control limit are allowed based upon the following exemption and supporting facts:
☒ The first certificate of occupancy for the dwelling unit was issued less than 15 years prior to the date of this notice:
Date of certificate of occupancy was SAMPLE DATE
☒ The dwelling unit is regulated or certified as affordable housing by a federal, state or local government and the change in rent: (A) Does not increase the tenant's portion of the rent; or (B) Is required by program eligibility requirements or by a change in the tenant's income.

SAMPLE Additional information:
SAMPLE

SAMPLE Following additional terms will be incorporated into your Rental Agreement upon your renewal:
SAMPLE

*Any current utility billing agreement will remain in effect unless specific changes are listed above.
**If renter's insurance will be required as an additional term, Oregon law provides that no insurance may be required if: a) the household income of all of the Residents in the Unit is equal to or less than 50 percent of the area median income, adjusted for family size as measured up to a five-person family; or b) if the dwelling unit has been subsidized with public funds, not including housing choice vouchers.

Resident(s) may accept a fixed-term option only by signing a new rental agreement. If you do not sign a new fixed-term rental agreement by SAMPLE DATE, on the Effective Date your monthly rent will be the month-to-month rate set forth above as Option 3.

Please feel free to contact the Owner/Agent if you have any questions or simply want to talk about your options. Once again, thank you for your residency and we look forward to hearing from you soon.

Please note, if your total monthly rent has been increased above, this letter serves as the required written 90 days' rent increase notice to you. If your plans involve leaving, please remember that a written 30 day notice to vacate must be served on the Owner/Agent at least 30 days prior to the later of your move-out or lease end date.

- ☒ Section 8 Housing Choice Voucher
If you currently have a Housing Choice Voucher, and your total monthly rent has been increased above, this letter serves as the required rent increase notice to you and a copy has been mailed to the housing authority.
- ☐ This Notice has been served personally at least 91 days prior to the Effective Date **OR**
- ☐ If allowed by an addendum to your rental agreement that was executed after occupancy of the premises began, which specifies all required disclosures including the email addresses where both Owner/Agent and Resident(s) agree to send and receive email service of notices, this Notice has been served by email and first class mail. **OR**
- ☐ If written Rental Agreement allows, this Notice has been served by posting on the main entrance door of the dwelling unit and mailed first class mail **OR**
- ☐ This Notice has been served by first class mail at least 94 days prior to the Effective Date.

City of Portland: If the dwelling unit is located within the City of Portland, attach form M170 (Notice of City of Portland Renter Additional Protections).

OWNER/AGENT X
ADDRESS SAMPLE
SAMPLE
TELEPHONE _____
EMAIL _____

SAMPLE
SAMPLE