

SAMPLE

DATE _____ PROPERTY NAME / NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

SAMPLE

“First year of occupancy” includes all periods in which any of the Residents has resided in the dwelling unit for one year or less. 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 (“Expiration Date”). We would like to offer you the opportunity to sign a new fixed-term lease with us. **We are not currently offering month-to-month renewal options. Therefore, if you do not enter into a new fixed-term lease with us your tenancy will terminate at 11:59 p.m. on the Expiration Date.**

If you would like to extend your tenancy for a new term, please choose from one of the following fixed-term options, which will take effect on the day after the Expiration Date (“Effective Date”). **Lease term availability will be offered on a first-come, first-served basis.**

You must make your decision and all Residents must execute a new Rental Agreement no later than SAMPLE DATE (“Response Date”). You may call or email our office to make an appointment to come in to sign. The new Rental Agreement will contain the additional terms set forth below. If you do not contact us by the Response Date, you will have elected not to renew and your tenancy will terminate at 11:59 p.m. on the Expiration Date.

SAMPLE

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

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The following additional terms will be incorporated into your Rental Agreement upon your renewal:

SAMPLE

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*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.

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.

☒ 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 60 days' rent increase notice to you and a copy has been mailed to the housing authority.

The Expiration Date must be at least 31 days (34 if mailed) after the date this notice is served. In certain local jurisdictions the Expiration Date must be at least 91 days (94 if mailed), regardless of when this notice is served.

☐ This Notice has been served personally **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.

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 _____

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