

23 May 2014

SUBJECT TO CONTRACT

Dear

Re:

We write to remind you that the fixed term tenancy at the above property will terminate on 22 July 2014. We are pleased to inform you that your landlord would like to offer you a further fixed term of 6 months at a rental of £ 400.00 per calendar month.

If you wish to accept your landlord's proposal a payment of £125.00 (inc VAT) is required to cover the cost of extending your tenancy. This payment can be made via debit or credit card by contacting the Renewals Team on the above number. Our office hours are Monday to Friday 9am to 5.30pm. This will enable us to finalise your extension and draw up the required documentation.

If you would prefer to pay via cheque, please return the completed form enclosed to the above address with the cheque made payable to

Should you wish to renew and discuss the terms offered above further, please contact the Renewals Team on the above number.

If you do not wish to extend your tenancy, we would kindly ask that you complete the enclosed form as soon as possible. Where you intend to vacate the property, we will make the required arrangements to terminate your tenancy, re-market the property and return deposits where applicable. Alternatively, please email your notice to the following address:

Yours sincerely

Tenant Extension Form

Property:

Tenant:

- Please tick as appropriate
- I/We would like an extension to my/our lease for a period of 6 months at a rental of £ 400.00 per calendar month*

***Please call this office _____ to make payment**

- I/We wish to leave the property at the date of expiry of the current term

My/Our forwarding address for the return of my/our deposit is:

Deposit cheques payable to: _____

To communicate with you as efficiently as possible, please provide us with your contact details:

Daytime Tel: _____

Evening Tel: _____

Email Address: _____

If you are leaving, and require any assistance from either ourselves or our Estate Agency partners, please specify whether you will be renting or buying, and in what areas:

Renting

Buying

Location(s): _____

Signed by all tenants: _____

Date: _____