



EXCEL REAL ESTATE
MANAGEMENT, INC.

1502 E. Jackson Bloomington, IL 61701 ♦ (309) 829-5885
www.ExcelREM.com

LEASE RENEWAL NOTICE

Date:

Hello! You are a valued tenant. Because of this we would like to discuss new lease arrangements. Enclosed are three lease options (a 1 year, a 6 month, and a 2 month). One of which should fit your needs. Please read each lease carefully and pay close attention to the differing rent amounts for each option. We reward tenants by offering the lowest increase for the longest term lease.

We do not wish to lose the personal touch for which we pride our business. But in today's day and age we understand that time is in short supply. Because of this we offer three methods in which you may renew your lease:

1) Initial the bottom of page 1 through 4 of the lease, print and sign your name where indicated on the lease and any addendums/cosigner agreements in the presence of a public notary and mail the new lease and any addendums in the return stamped envelope provided.

OR

2) Bring the lease of your choice to 1502 E. Jackson in Bloomington and initial / sign in the presence of a leasing agent / manager.

OR

3) Call and schedule a personal meeting with one of our leasing agents. Whether you have questions or wish to discuss another option we are always happy to meet with you in person.

With all lease renewal methods stated above there are some guidelines that will help this process run smoothly.

- All tenants will need to be present when signing the lease in our office or in the presence of a notary.
- Any additional security deposits are due by the date stated on the lease.
- All areas of the lease / addendums / cosigner agreements must be filled out and signed properly in order to be valid. Invalid leases will revert to the two month option which is the highest rent increase.
- Leases are due back in our office no later than the first of the month. **If you choose to find alternative living arrangements, please remember you must provide a 60 day notice from the 1st of the month as stated in your lease.**
- In the event you do not return a lease your new rent amount will revert to the two month automatic renewal option, which is the highest rate of increase. Your ledger will reflect this two month automatic renewal option cost until your lease is received.

This letter is intended only to help you and in no way alters or supersedes any part of your current lease agreement. We hope that we may continue to service you. If you have any questions or concerns please feel free to call us.

Sincerely,
Excel Real Estate Management, Inc.