

# New York Lease Renewal Letter

General template, not legal advice. Have a New York attorney review before use. Last reviewed October 29, 2026.

Date of letter

Tenant name or names

Property address and unit

City, state and ZIP

Dear \_\_\_\_\_ (Tenant name),

Your current lease for the home listed above ends on \_\_\_\_\_ (Current lease end date). We have valued having you as a resident and would like to offer you a new lease. The terms of the offer are set out below.

## Renewal offer

| Term                              | Current lease | Renewal offer |
|-----------------------------------|---------------|---------------|
| Lease length                      |               |               |
| Start and end dates               |               |               |
| Monthly rent                      |               |               |
| Security deposit                  |               |               |
| Pet rent or other monthly charges |               |               |
| Utilities the tenant pays         |               |               |

Other changes in the renewal lease: \_\_\_\_\_ (Any changed terms, or write none). Every other term of your current lease stays the same unless it is listed here.

Notice needed for a rent change in New York: An increase of 5 percent or more needs 30 days of written notice if the tenant has lived there under a year, 60 days for one to two years, and 90 days for more than two years. (Real Property Law section 226-c)

## How to accept

Please tell us your decision in writing by \_\_\_\_\_ (Response deadline). You can sign and return the reply form below, or reply by \_\_\_\_\_ (Email or portal address). If you accept, we will send the renewal lease for signature by \_\_\_\_\_ (Date renewal lease will be sent).

If we do not hear from you by the deadline, we will treat this as a decision not to renew, and your tenancy will end on \_\_\_\_\_ (Current lease end date) unless New York law or your current lease says it continues month to month. If you plan to move out, please give the written notice your lease requires.

Thank you for being a resident. Please contact \_\_\_\_\_ (Contact name) at \_\_\_\_\_ (Phone and email) with any questions.

Sincerely,

\_\_\_\_\_  
Landlord or agent signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Tenant reply

- ☐ I accept the renewal offer above and will sign the renewal lease.
- ☐ I would like to discuss the offer. Please contact me.
- ☐ I do not wish to renew. I plan to move out on or before \_\_\_\_\_ (Move out date).

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

---

General template, not legal advice. Have a New York attorney review before use.