Virginia Lease Renewal Letter

General template, not legal advice. Have a Virginia 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 Virginia: Landlords who own more than four rental units must give written notice of a rent increase for the next term at least 60 days before the current lease ends. (Va. Code 55.1-1204(K)) When a tenant stays on after the lease without a new one, a new rent set by written notice takes effect on the next rent due date that is at least 30 days after the notice. (Va. Code 55.1-1253(D))

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 Virginia 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

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