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### **RENEWING YOUR LEASE**

*Either you have received a letter from our office or you are inquiring about renewing because your lease expires soon.*

- Prior to your lease expiration, Montana Crestview will mail a renewal offer letter or balance due letter as your account must be at a zero balance before the renewal is offered.
- If you have received a balance due letter please pay your balance as soon as possible. Upon receipt of payment, a renewal offer letter will be created and mailed to you.
- Once you are in receipt of the renewal offer letter, please contact our office. You may speak with any available representative regarding your intentions or send an email at [mreceptionist@montanacrestview.com](mailto:mreceptionist@montanacrestview.com) :
- **RENEWING LEASE** – At this time you can sign your renewal through your tenant portal. The appropriate paperwork will be created and posted once you have notified the office your desired renewal term. You will receive an email notification when it is posted and ready for all tenants to sign. If applicable, all 3<sup>rd</sup> Party Guarantors attached to your original lease agreement will sign the renewal and third party agreement posted to the portal. They will be able to access this through their own portal login.
  - Should you choose to renew your lease you will need to update the following information on your tenant portal:
    - Updated vet records (if applicable)
    - Updated contact information including but not limited to, phone numbers, email address(es), vehicle information, employment or income information.
    - Updated renter's insurance showing Montana Crestview listed as the additionally insured.
  - Once a signed copy of your renewal is submitted your new lease information will be updated accordingly.
- **NOT RENEWING LEASE** – If you are not renewing your lease, you must submit a **written 30 day notice in writing**. If no 30 day notice is provided we will charge 30 days after receipt of keys.
  - If you do not sign a new lease or submit your notice to vacate and vacate by your lease expiration date, you will be charged rent and fees at the month to month rate as stated in your lease renewal offer letter.