

Lease Renewal Action Checklist

Action Checklist — ClearLegalTips.com (2026)

Work through these steps starting about 120 days before the lease expires.

Step 1 — Decide (120–90 days out)

- Confirmed the exact lease expiration date from the original lease
- Decided: renew, switch to month-to-month, or end the tenancy
- Checked state/city rules: notice period, just-cause limits, rent caps
- Set the proposed new rent after checking any legal ceiling

Step 2 — Offer (90–60 days out)

- Sent the written renewal offer inside the required notice window
- Stated the new rent, term, and any changed terms in the offer
- Gave the tenant a clear reply deadline

Step 3 — Paper It (60–30 days out)

- Filled in the renewal agreement, referencing the original lease date
- Listed every changed term (or wrote NONE)
- Confirmed the deposit amount and any state cap
- Collected signatures from every landlord and every adult tenant

Step 4 — Close the Loop

- Gave every signer a complete copy; stored the original with the lease
- Updated the rent ledger and any property-management software
- Calendared the next renewal window (120 days before the new end date)

INSTRUCTIONS FOR USE

If the unit is rent-stabilized, the jurisdiction requires just cause for non-renewal, or the tenant is in arrears, involve a property manager or landlord-tenant attorney before acting. This checklist is general information, not legal advice.