

Monday, 1 March 2010

Mr & Mrs Tenant  
1/123 One Street  
Auckland

Dear Tenant

**REF - TENANCY RENEWAL OFFER**

Property **1/123 One Street Auckland**

Please take note that your fixed term tenancy expires on the **1/02/2010**. If we do not hear from you within 14 days to renew your contract, we must under the existing contract start to find a new tenant to replace you.

If you wish to continue a tenancy on a **periodic tenancy (3 weekly)**, please tick **option 4**, this will require you to give 21 days written termination notice at any time, provided the last day falls on or after the current fixed term end date.

**PLEASE NOTE:** this is an offer to extend your agreement and once signed will be binding on both parties; all the conditions of your original agreement will remain active. (**NOTE:** options 2 & 3 are exempt and require both parties signing another document ) Please complete and return by post or scan to **info@cobbproperty.co.nz**.

Option	Type Of Tenancy	Yes	No	Initials
<b>Option 1</b>	We will vacate <b>1/02/2010</b>			
<b>Option 2</b> (Owners signature required)	We wish to renew for a further 3 Months			
<b>Option 3</b> (Owners signature required)	We wish to renew for a further 6 months and would like discuss our options			
<b>Option 4</b>	We wish to continue periodically & will give three weeks notice when we wish to vacate			

We will contact you once we receive this returned letter, if we do not receive this letter we will assume your are leaving on the **1/02/2010** and will commence showing the property for your replacement.

**Tenants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Yours faithfully  
**COBB PROPERTY MANAGEMENT LTD**

Darin Cobb  
Property Manager  
**09 630 9090**