

**OPTION TO RENEW/EXTEND LEASE**

**NOTE:** This form is used by a leasing agent or landlord when negotiating a residential or commercial lease agreement, to provide in an addendum the landlord's grant to the tenant the option to extend possession under the original lease agreement or renew under a new lease agreement on the same conditions as the expiring lease.

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.  
*Items left blank or unchecked are not applicable.*

**FACTS:**

1. This option to renew or extend is an addendum to the lease agreement
  - 1.1 dated \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California,
  - 1.2 entered into by \_\_\_\_\_, as the Tenant,
  - 1.3 and \_\_\_\_\_, as the Landlord,
  - 1.4 recorded \_\_\_\_\_, 20\_\_\_\_\_, as Instrument No. \_\_\_\_\_,
  - 1.5 in \_\_\_\_\_ County, California, regarding real estate referred to as \_\_\_\_\_.

**AGREEMENT:**

2. Landlord hereby grants to Tenant the following option(s) to  renew, or  extend, the term of the lease agreement referenced above.
  - 2.1 The first option is for a term beginning on expiration of the original term of the lease and ending \_\_\_\_\_ year(s) thereafter.  
The rental payment schedule during the term of this renewal/extension to be \_\_\_\_\_.
  - 2.2 The second option is for a term beginning on expiration of the immediately preceding term and ending \_\_\_\_\_ year(s) thereafter.  
The rental payment schedule during the term of this renewal/extension to be \_\_\_\_\_.
  - 2.3 The third option is for a term beginning on expiration of the immediately preceding term and ending \_\_\_\_\_ year(s) thereafter.  
The rental payment schedule during the term of this renewal/extension to be \_\_\_\_\_.
  - 2.4 Other \_\_\_\_\_.
3. Each option to renew/extend the lease expires \_\_\_\_\_ months prior to the expiration of the lease term which immediately precedes the renewal/extension period provided by the option.
4. A written notice of Exercise of Option to Renew/Extend Lease needs to be delivered prior to expiration of the option exercised and no sooner than \_\_\_\_\_ months before expiration of the option exercised. [See **RPI** Form 566]
  - 4.1 Exercise of each option to be delivered to Landlord by certified mail or personal delivery, or by personal delivery to Broker/Property Manager who is \_\_\_\_\_.  
Address \_\_\_\_\_.
  - 4.2 Tenant's failure to timely exercise any option will cause the lease to expire unrenewed and unextended.
5. This addendum's provisions supersede any inconsistent provisions contained in the lease agreement.
6. Other \_\_\_\_\_.

**I agree to the terms stated above.**

Date: \_\_\_\_\_, 20\_\_\_\_\_  
Landlord: \_\_\_\_\_  
Agent: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
CalBRE #: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**I agree to the terms stated above.**

See attached Signature Page Addendum. [**RPI** Form 251]  
Date: \_\_\_\_\_, 20\_\_\_\_\_  
Tenant: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
Tenant: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_