



BLUE OCEAN PROPERTY MANAGEMENT

# LEASE RENEWAL PROCESS

## RECEIVE RENEWAL LETTER

A renewal letter will be sent to confirm whether it will be renewed or not.

## RENEW

If considering to renew the lease, you will be sent a new offer.

## REJECT RENEW OR PASS DEADLINE

It will be listed on the market. Must cooperate with the showing.

## ACCEPT OFFER

The lease will be sent from the DocuSign to your emails

## PARTIAL AGREEMENT

## REJECT OFFER

It will be listed on the market. Must cooperate with the showing.

## PAY LAST MONTH RENT

The current security deposit and the last month's rent will be carried over to the new lease, but the last month rent needs to be adjusted to the new monthly rent payment, and any difference would be paid.

1. Agent will be assigned for the new tenant replacement.
2. Or current tenants may help to find new tenants, a broker fee may be applied.
3. If this process is not successful before the deadline, it will be listed on the market.
4. Accepting the offer is not contingent to or bond by any maintenance issues.

## RECEIVE MOVE OUT NOTICE

Please follow the move out notice to prepare move-out.

If you have any questions, please contact:

frontdesk@blueoceanboston.com  
(617)206-5700

Office Hour: EST 9:30AM-5:30PM