

**NOTICE TO EXERCISE OPTION TO RENEW**

LESSEE (name):	
The Lessee hereby exercises the Option to Renew the Lease for	
ADDRESS ('the premises'):	
pursuant to the Option to Renew Clause in the Lease for a further _____ months/years.	
CONTACT INFORMATION:	
<b>Contact Person Name:</b>	
<b>Daytime Contact Number:</b>	
<b>Email Address:</b>	
SIGNATURE OF LESSEE (S):	
<b>Signature 1:</b>	<b>Date:</b> /    /
<b>Signature 2:</b>	<b>Date:</b> /    /
<b>Signature 3:</b>	<b>Date:</b> /    /

**THIS NOTICE MUST BE RECEIVED BY THE AGENT NO MORE THAN 6 MONTHS AND NO LESS THAN 3 MONTHS PRIOR TO THE AGREED DATE ON THE OPTION AGREEMENT, OTHERWISE THE OPTION TO RENEW MAY NOT APPLY.**

ALTERNATIVELY (check box if applicable):	
<input type="checkbox"/> Lessee is NOT considering taking up option to renew	
If so, would you like our Commercial Leasing Consultant to contact you regarding sourcing an alternative premise:	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

FOR OFFICE USE ONLY	
<b>Date Received:</b>	/    /