



**NOTICE OF ELECTION TO EXTEND TERM OF LEASE**

**Dated:** \_\_\_\_\_

**By and Between**

**Lessor:** \_\_\_\_\_

**Lessee:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

(street address, city, state, zip)

To the Lessor:

Notice is hereby given that Lessee irrevocably elects to exercise its option to extend the term of this Lease by \_\_\_\_\_ months, ie. from \_\_\_\_\_ to \_\_\_\_\_.

Please acknowledge receipt of this Notice in the space provided below and return a copy to Lessee via  mail,  telefax (Lessee's fax number is \_\_\_\_\_).

**Lessee**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal ID No. \_\_\_\_\_

Lessor hereby acknowledges that it received this Notice on \_\_\_\_\_.

**Lessor**

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

By: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Federal ID No. \_\_\_\_\_

**WARNING: IF THE OPTION PROVIDES FOR A MARKET RENTAL VALUE ADJUSTMENT, LESSEE MAY WISH TO INVESTIGATE THE ANTICIPATED FAIR RENTAL VALUE OF THE PREMISES PRIOR TO SENDING THIS NOTICE.**

The AIR CRE recommends that Lessee hand deliver this Notice to Lessor or, if that is not practical, that the Notice be sent by Certified Mail (return receipt requested), Express Mail (signature required); courier (signature required) or some other methodology that provides the Lessee with a receipt establishing the date that the Notice was received by Lessor.

**AIR CRE, 500 North Brand Blvd, Suite 900, Glendale, CA 91203, Tel 213-687-8777, Email contracts@aircre.com**

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**INITIALS**

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