



4200 Expressway
Missoula, MT 59808
(406) 327-1212
Fax: (406) 327-1203
www.missoulaapartments.biz

RENEWING YOUR LEASE

Either you have received a letter from our office or you are inquiring about renewing because your lease expires soon.

- Prior to your lease expiration, Montana Crestview will mail a renewal offer letter or balance due letter as your account must be at a zero balance before the renewal is offered.
- If you have received a balance due letter please pay your balance as soon as possible. Upon receipt of payment, a renewal offer letter will be created and mailed to you.
- Once you are in receipt of the renewal offer letter, please contact our office. You may speak with any available representative regarding your intentions:
 - **RENEWING LEASE** – At this time you can schedule an appointment to sign the renewal. The appropriate paperwork will be created and ready for your appointment.
 - **NOT RENEWING LEASE** – If you are not renewing your lease, you must submit a **written** 30 day notice of your intent to vacate the premises.
- Should you choose to renew your lease you will need to update the following information:
 - Direct Payment Form (if applicable)
 - Updated vet records (if applicable)
 - Updated contact information including but not limited to, phone numbers, email address(es), vehicle information, employment or income information.
 - All 3rd Party Agreements attached to your original lease agreement. Meaning, you and your roommates (if applicable) 3rd parties will need to complete a new 3rd party agreement form prior to signing a new lease agreement.
- Once a signed copy of your renewal is submitted your information will be updated accordingly.
- If you do not sign a new lease or submit your notice to vacate and vacate by your lease expiration date, you will be charged rent and fees at the month to month rate as stated in your lease renewal offer letter.



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