

[Note: This form should be sent by Real Estate Department at least 60 days prior to the expiration date to remind a Tenant of expiration date, set up a walk-through, tell Tenant what work needs to be done to Premises. If you have reason to think a Tenant will not voluntarily vacate the Premises on the expiration date, please discuss with Office of Legal Services. Keep a signed copy of this reminder in Real Estate files.]

**LEASE EXPIRATION REMINDER**

**TO:** [Insert here the name & address of Tenant per the notice section]

**CC:** Rev. [Insert name of pastor], [Pastor] [Administrator] of [Insert name of parish]

**FROM:** \_\_\_\_\_, Archdiocese of Chicago, Real Estate Department

**DATE:** [Insert date]

**RE:** Lease dated [Insert date of lease] (the "Lease") by and between the Catholic Bishop of Chicago ("Landlord") and [Insert Tenant Name] ("Tenant") for [Insert full address of Premises, name of building or other important identifying information regarding the Premises such as "2<sup>nd</sup> floor"] (the "Premises")

The purpose of this notice is to remind you that the Lease will expire on \_\_\_\_\_ ("Expiration Date"), at which time Tenant will be required to vacate the Premises in the manner provided in the Lease.

[We ask that you call [**Contract Manager**] to schedule a final walk-through of the Premises no later than [fifteen(15)] [thirty (30)] days before the Expiration Date.]

[Pursuant to the Lease, you must perform the following repairs prior to the Expiration Date:  
\_\_\_\_\_.]

[Pursuant to the Lease, please remove the following fixtures, alterations or signs prior to the Expiration Date:  
\_\_\_\_\_  
\_\_\_\_\_]

[The following personal property belongs to the Landlord and must be left at the Premises at the Expiration Date: \_\_\_\_\_.]

If you should have any questions regarding this letter, please contact [**Contract Manager, at 312-534-XXXX**].

Cordially,  
\_\_\_\_\_