

**ADDENDUM FOR PROCEDURES AND NOTICES
DURING RENEWAL AND PRE-LEASING SEASON**

FOR LEASE CONTRACT CONCERNING THE PROPERTY AT

(Address of Property)

- A. The contract to which this Addendum is attached is binding upon execution by the parties.
- B. You are responsible for remembering when your lease expires.
- C. Place to Be Properties sends out two letters to renew your lease contract at a minimum of 90 days (and as early as October) prior to your lease expiring. If you do not respond by the date stated on the final renewal letter, that letter will serve as notice that you will not be renewing your contract and we will consider you to be moving out when the lease ends.
- D. Once notice has been given, Place to Be Properties will place your unit on the market and it make it available to lease for new residents.
- E. Place to Be Properties reserves the right to show your unit while it is on the market.
- F. If your move is after November, please discuss RENEWAL OPTIONS with us. Otherwise, we may begin touring your unit.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Owner's Representative Signature

Date