

SHORT TERM LEASE EXTENSION POLICY & REQUEST

(This policy applies for leases expiring May 2010)

Short Term Lease Conditions and requirements.

- The following policy applies for all lease extensions for a length of time less than 12 months:
- Sorry, no lease extensions are allowed to end during the months of November, December, January or February. Sorry for the inconvenience.
- Residents can extend the lease as many times as they want. With the exception of option #1.
- If resident would like to elect a short term lease this form must be completed, and submitted no later than 60 days prior to the current lease expiration date. (See your current lease and or "Lease Anniversary" letter for due dates.)
- A 12-month lease may be written at expiration of any extensions above with the current offered renewal special.
- This policy is subject to change without prior notice and will convert to new policy until accepted by management.
- All leases are currently being written to expire on the last Sunday of any month to help with the internal make ready process. A rent credit will be issued for the balance of the month after move out.
- Once you submit your intent to extend by the specified due date on your renewal option this is your final commitment. If you need to make any changes to the lease length a lease revision fee, or notice may be required, please contact the renewal coordinator for more details.

Option 1: **May 31st up to the 27th day of June 2010.** Resident will owe prorated market rent (not current rent) **All leases extensions will expire on Sunday.** No renewal specials, or carpet cleaning apply with this option. If this option is selected your apartment will be placed automatically on notice to vacate at the end of the extension. **Please complete all required notice to vacate forms.**

Option 2: **2 or 3 months.** Resident will owe full market rent plus a monthly extension fee of **\$25.00.** No renewal specials, or carpet cleaning apply with this option. Lease must be fulfilled in full or subject to early termination policy.

Option 3: **4, 5, or 10 months.** Resident will owe full market plus a monthly extension fee of **\$150.00.** No renewal specials or carpet cleaning apply with this option. Lease must be fulfilled in full or subject to early termination policy.

Any Roommate Changes?? (Look at the names listed on the renewal letter!) Yes _____ No _____
 If yes, all changes must be submitted by April 1, 2010! If adding name to lease they must complete application & submit with this form. If removing name from lease a release form must be completed and submitted with this form!

I/We, of building #, _____ Street _____ & Apt. _____ would like to sign a
 _____ Day/Month short-term lease per option _____ as specified above. Today's date is _____

 Lessee

 Lessee

 Lessee

 Lessee

DATE RECEIVED BY WM MANAGEMENT _____ FAXED DROP BOX GAVE IN PERSON WM INITIALS _____