

WESTMORE APARTMENTS

SHORT TERM LEASE EXTENSION POLICY & REQUEST

(This policy applies for leases expiring April 2012)

- This policy is subject to change without prior notice.
• Any extension other than option #1 will require renter's insurance when signing the new lease.
• 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.
• Sorry, no lease extensions are allowed to end during the months of November, December, and January.
• All leases are currently being written to expire on the last Sunday of any month. 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 "Lease Anniversary" notice this is your final commitment. If you need to make any changes to the lease length, Westmore can rewrite a short-term lease to a long term renewal lease starting the first day of the month following the request. Revision requests MUST be received at least seven business days before the expected start date of the new lease. The lease term will be negotiable based on lease expiration availability. Original renewal terms will be offered, but no back credits will be given for monies already paid. If you need to change your renewal election after your new lease has already been typed and prepared for you, you will be subject to a \$75.00 renewal revision fee regardless if the lease has not yet been signed or started. The Early Bird bonus will also be forfeited.

Option 1: Month-to-Month Lease 30-Day Notice: Resident will owe full market rent plus a "monthly" extension fee. The regular fee is \$300.00. But we will reduce this fee to \$150.00 per month. Lease will be written for 12-months. Lessee may terminate lease by providing 30 days prior written notice at any time after lease commencement. There will be a \$1000.00 fee for ALL terminations that are exercised during the months of November, December, or January. Please note that if residents would like to revert back to the original twelve month renewal offer anytime during this lease, a revision request must be received seven days before the start of the month it should begin as well as \$75.00 fee.

Option 2: Month-to-Month Lease 60 day Notice: Resident will owe full market rent plus a \$100.00 monthly fee. No renewal specials will apply, but residents will be eligible for a carpet cleaning. Lease will be written for 12-months. Lessee may terminate lease by providing 60 days prior written notice at any time after lease commencement. There will be a \$1000.00 fee for ALL terminations that are exercised during the months of November, December, or January. Please note that if residents would like to revert back to the original twelve month renewal offer anytime during this lease, a revision request must be received seven days before the start of the month it should begin as well as \$75.00 fee.

PLEASE NOTE: None of the above options are eligible for any renewal discounts

I/We, of building #, _____ S. Westmore Ave. & Apt. _____ would like to sign a lease per option # _____ as specified above.

Lessee Date

Lessee Date

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