

**TENANT MEMO**  
**NOTICE OF POLICY CHANGE**

January 30, 2014

Tenants,

I am writing to inform you of a policy change that is set to take effect immediately. Due to the fluctuating costs of fuel, we have been forced to increase our "Pick up fee" to \$35.00. For many of the long term Tenants, this fee has remained at \$10.00 or even \$15.00 as stated in your original Lease agreement. We have tried to keep this fee as low as possible, for as long as possible, in hopes that fuel prices would come down to a reasonable and manageable level. Unfortunately, this has not happened. Therefore, effective immediately, the new Pick up fee policy is as follows:

**There is a \$35.00 Pick-up fee for each payment that is picked up instead of mailed. This fee is due in CASH and is payable directly to the Person picking up the payment. This Fees is due for each payment that is picked up. To avoid this fee, please remember to MAIL in your rent payments on or about the 26<sup>th</sup> day of each month, to allow for mail delivery time. Landlord reserves the right to adjust this fee as needed due to current fuel "Market" Prices.**

As in the past, if you bring your payment to me (Patrick) where I am, and I do not have to wait longer than 5 or so minutes, I will WAIVE this fee, when picking up your payment. A longer wait may result in this fee being charged. Please understand that a wait, at a public meeting place usually means that I am in my car, engine running, with A/C or Heater blowing, waiting on you to arrive. This wait time not only burns my fuel, it also adds to a delay in my schedule. Since our preferred Rent payment method is through the mail, not meeting in person, We reserve the right to charge, if needed. It is my understanding that Larry (maintenance) will NOT waive this fee at any time, as is his right. His job is Maintenance, not collections, rent pickups or meeting you for payment. Any rent collected by him is as a courtesy and does delay him, and the time spent picking up the payment, making a bank deposit, or bringing the payment to me for deposit, does cost him gas and time from his normal duties.

Some variation of this policy already appears in most of the existing Lease contracts, under the Special Provisions section. There are still a few long term tenants that do not have this policy listed within the original Lease Agreement. If this is the case with your existing Lease Agreement, this change will take effect on Mar. 1 2014. Since you are on a month to month basis, we are required to provide you with 30 day notice of a (rent) increase. This is NOT a rent increase, but we chose to give that same notice period as a courtesy. (Please refer to the latest version of your lease for verification)

Thank you,

Patrick Horalek