



November 8, 2011

To: All Residents

RE: Important Lease Renewal Information with Timelines

Your renewal rate for next year will be mailed to your apartment. Smallwood is your home and we want you to stay.

It is once again that time of year here at Smallwood when we ask our residents to make a decision in regards to renewing their lease for the next year. This letter is to inform you that we will be doing lease renewals **beginning Tuesday, November 08, 2011**. All residents (units) that wish to renew their existing lease for July/August 2012 with Smallwood Plaza may do so **between November 8, 2011 and November 30th, 2011**. Please check our website for more detailed information on the renewal process and additional information. We will have this updated quickly.

You may set an appointment time that is convenient for you. Our office is open **seven (7) days a week** to better accommodate your schedule. We are now setting appointments for lease renewals. Please ask the staff when setting your appointment if a weekend time works better for you and your roommates.

I am pleased to say that we have taken great care to set our renewal rates keeping you the customer in mind. There will be no utility fee increases for renewing apartments at Smallwood Plaza for 2012. The monthly utility fee remains the same as your current lease.

At the renewal appointment in order to reserve your parking, please come prepared to put a down payment of \$250.00 toward your parking. This will go toward the balance of next year's parking. Parking rates for next year in the Smallwood Plaza garage are \$900.00 annually and did not increase.

Please note that a straight renewal of the lease is when there are no changes, everyone is staying in the same unit for another year. If you have special circumstances such as roommate changes (someone leaving, coming, etc) please make this known when you make your appointment so that we may know how best to help you with these changes prior to your arrival.

Thank you for choosing Smallwood as your home. Your business is appreciated.

Lauren M. LeTrello, Community Manager
Commercial and Residential
Smallwood Plaza & The Morton 400

Cc: file