

Dear Residents,

Your new lease date is rapidly approaching! The following is information you and your roommates will need to help make your next lease term an enjoyable experience as well as keep you up to date on renewal procedures.

We will be preparing a renewal packet for your apartment at our leasing office. This packet will contain your new parking pass (if applicable), a fob key (if applicable) and an updated Resident Handbook, Maintenance Guide, as well as an Internet Users Guide (if applicable). Please be sure to read these materials upon receipt to ensure your unit is up to date on any policy or procedure changes as well as regulations regarding each individual building.

**KEYS FOR NON-RENEWING RESIDENTS:** For any residents that are NOT on the renewing 2015-16 lease you MUST turn your fob key & building key into the Prime Student Housing office on/or before 8/21/15@3pm. If you fail to do so, there is a charge of \$70 that will be taken out of your security deposit refund.

**KEYS FOR RENEWING RESIDENTS:** Please know that after 8/21/15 your current fob key will no longer work. You must come into the Prime office to have your key extended for the new lease term.

**YOUR PARKING PASS FOR 2015 WILL EXPIRE ON FRIDAY, AUGUST 21<sup>st</sup> @ 3:00PM.**  
**YOU WILL NEED TO BRING YOUR CURRENT PASS (OLD PASS) ALONG WITH**  
**IDENTIFICATION TO THE PRIME OFFICE TO RECEIVE YOUR NEW PARKING PERMIT.**

You will need to come into the Prime Student Housing leasing office **August 11<sup>th</sup>-August 31<sup>st</sup>** between the hours of 9am and 5pm to pick up your new Lease Packet (Resident Handbook, Maintenance Guide & parking permit) for the 2015-2016 lease term.

Your new lease begins on **AUGUST 21<sup>st</sup> @ 3:01 PM.** Please be sure to stop by our office during the above-designated time to ensure your continued stay here with us at Prime is a pleasurable one.

**Payments: Your account balance must be zero to pick up your renewal packet.** If you have any questions concerning your account status, please contact Prime Student Housing at 734-761-8000, Mon. - Fri. (9 am - 5:30 pm). Please refer to the attached ledger for an explanation of any charges showing as due. Some balances showing as due may be those which are security deposits being transferred and not actually due.

If you have any questions or concerns, please call Prime Student Housing at 734-761-8000.

Thank You,  
Prime Student Housing