

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. You are the contact person for your apartment and you are the only resident receiving this letter. It is your responsibility to share this information with all other leaseholders.

We will be preparing a renewal packet for your unit at our leasing office. This packet will contain your new parking pass (if applicable) and an updated Resident Handbook as well as an updated Maintenance Guide. 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.

**YOUR PARKING PASS FOR 2012 WILL EXPIRE ON FRIDAY, AUGUST 17<sup>TH</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 14<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 2012-2013 lease term.

Your new lease begins on **AUGUST 17<sup>TH</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