

SUBJECT	Date
CONVENTIONAL PROCEDURES MANUAL MISCELLANEOUS/GENERAL ADDENDUM FOR OFFICERS - Form #L-19	10-4-12

PURPOSE: Addendum to lease for reduction of rent for courtesy officer

PREPARED BY: SM, OM or MS

WHEN PREPARED: At time of application

Complete form as follows (see example):

- (1) Property name
- (2) City and state
- (3) Name of courtesy officer
- (4) Name of police or sheriff's department
- (5) Position
- (6) Rank
- (7) All phone numbers and email must be provided that are applicable.
- (8) Apartment number
- (9) Market rent amount for the property
- (10) Minus reduction
- (11) Monthly rent amount (usually \$50.00 per month unless a different amount has been approved in writing by DPM or Tom Flynn).
- (12) SM or DM signs and dates
- (13) Courtesy officer signs and dates

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Comments:

- A. Each security officer must apply and be approved by DPM.
- B. The location of security officer apartments will be selected by DPM.
- C. A security officer apartment will only be approved if the DPM determines there is a need at the community.
- D. Security officers are expected to communicate frequently with SM and respond to SM and DPM in a timely fashion when called, paged or emailed.

ADDENDUM FOR OFFICERS

Procedure 12.180
Exhibit 1 Page 1 of 1
Date 10-4-12

Property Name: _____ (1)

City, State: _____

Courtesy Officer Name: _____ (3)

Police/Sheriff Dept: _____ (4)

Position: _____ (5)

Rank: _____ (6)

1. Courtesy officer certifies he/she has the authority to issue tickets and/or citations and make arrests, if necessary, in the jurisdiction in which the property is located.
2. Courtesy officers will bring home an official Police/Sheriff's Department marked car each night to be parked in a spot designated by management.
3. Courtesy officers are required to walk the property once a day in uniform and answer emergency calls when available.
4. Courtesy officers are required to turn in a daily report form at the end of the daily walk (if requested).
5. Courtesy officers are to report to management any noticeable illegal activity or anything they feel management should be aware of.
6. Courtesy officers are to serve legal notices to residents upon request.
7. Courtesy officers are to post parking tickets on cars, motorcycles, boats, etc. upon request.
8. Upon request, courtesy officers will assist in resolving office disturbances.
9. Courtesy officers will write Trespass Warnings as requested by manager.
10. Occupancy is restricted to courtesy officer and spouse only unless approved, in writing, by the Clearwater office.
11. Courtesy officers must provide the following phone numbers and advise management, in writing, of any changes:

(7)

Home	_____	Cellular	_____
Pager	_____	Work	_____
Other	_____	Email	_____

12. During the term of this addendum, rent will be abated as follows:

Apartment # (8)

Market Rent	\$	<u> </u> (9)
Minus Reduction	-	<u> </u> (10)
Monthly Rent	\$	<u> </u> (11)

13. This addendum and the apartment lease are in effect until either party gives a 14-day notice of termination.

Resident Manager (12)

Courtesy Officer (13)

Date

Date

ADDENDUM FOR OFFICERS

Procedure 12.180
Exhibit 2 **Page** 1 **of** 1
Date 10-4-12

Property Name: The Dunes Apartments

City, State: St. Al

Courtesy Officer Name: Hugh Krupke

Police/Sheriff Dept: St. John's County

Position: Patrol

Rank: Sergeant

1. Courtesy officer certifies he/she has the authority to issue tickets and/or citations and make arrests, if necessary, in the jurisdiction in which the property is located.
2. Courtesy officers will bring home an official Police/Sheriff's Department marked car each night to be parked in a spot designated by management.
3. Courtesy officers are required to walk the property once a day in uniform and answer emergency calls when available.
4. Courtesy officers are required to turn in a daily report form at the end of the daily walk (if requested).
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8. Upon request, courtesy officers will assist in resolving office disturbances.
9. Courtesy officers will write Trespass Warnings as requested by manager.
10. Occupancy is restricted to courtesy officer and spouse only unless approved, in writing, by the Clearwater office.
11. Courtesy officers must provide the following phone numbers and advise management, in writing, of any changes:

Home	<u>904-123-4567</u>	Cellular	<u>904-122-4444</u>
Pager	<u>None</u>	Work	<u>904-233-1000</u>
Other	_____	Email	<u>geeofficer@jets.com</u>

12. During the term of this addendum, rent will be abated as follows:

Apartment # 68

Market Rent	\$	<u>899</u>
Minus Reduction	-	<u>50</u>
Monthly Rent	\$	<u>849</u>

13. This addendum and the apartment lease are in effect until either party gives a 14-day notice of termination.

Ima D. Manager
Resident Manager

Hugh Krupke
Courtesy Officer

8/15/12

8/15/12

Date

Date