

Dear

Thank you for taking the time to meet with me on ----- As mentioned in the meeting, we wanted to let you know of our plans at Castlemont Gardens and what to expect in the coming months as we make some needed repairs and renovations to the neighborhood and your building. To help make any transition easier, we wanted to provide you advance notice to help your planning as well as some alternatives to consider as you look at options that work for you. As we discussed, the repairs and renovation are extensive and will require you to move out permanently from your apartment. Your apartment is scheduled to begin these repairs on 9/1/2016 and will require you to move on or before 8/31/16. We are sensitive to make any future transition as easy as possible for you, and have some options to provide an opportunity for you to stay in the area from 4 to 6 months at your current Castlemont rent and hope that will be helpful.

To help make things easier for you, we wanted to let you know that we will provide you with the option to transfer to a comparable unit type at Spruce Apartments, located at 655 S. Fair Oaks Ave. in Sunnyvale, just 2.1 miles away, at the same rent you are paying now at Castlemont Gardens with the option of a 4 to 6 month lease. The offer to transfer to Spruce Apartments is for classic apartments only. This option is based on availability of classic units and is subject to our credit approval process. We wanted to let you know we will reimburse you for your moving expenses not to exceed \$500, waive application fees and reduce the deposit to \$99, unless you are transferring with a pet, in which case a full pet deposit is required.

As an alternative, we would also like to provide you with the option of transferring to any Prometheus neighborhood at the current market rate, waived application fees, a reduced deposit of \$99 (unless you are transferring with a pet, in which case a full pet deposit is required), up to \$500 in moving expenses and receive one month free upon approved credit.

Additionally, if neither of the options provided work for you, you will receive \$1500 per household when you move out on or before August 31, 2016.

For all options, when you vacate Castlemont at any time between now and August 31, 2016, your existing deposit at Castlemont Gardens will be refunded in full less only any outstanding utility charges.

Please do fill out the attached and send us the option that works best for you by **July 31, 2016**. We appreciate your understanding and cooperation as we prepare to renovate and make the needed repairs to Castlemont Gardens. We hope these options provide additional security and will make your transition easier. I will be reaching out to you personally in the coming weeks to answer any questions you might have. However please feel free to contact us if at any time during this process you have questions or concerns.

Thank you.

Sincerely,

Enclosure

BUILDING 11XX
NOTICE

Dear Property Manager:

I would like to take advantage of the following option (please check one):

_____ Transfer to a classic apartment at Spruce at my current Castlemont rental rate for 4 to 6 months, (depending on availability) \$500 move allowance, waived application fees, \$99 deposit, unless transferring with a pet, full pet deposit required. Option is based on availability and subject to credit approval process.

_____ Transfer to any Prometheus property at current market rate, one month free upon approved credit, \$500 moving allowance, waived application fees, \$99 deposit, unless transferring with a pet, full pet deposit required. Option is based on availability and subject to credit approval process.

_____ A \$1500 payment per household if I move out no later than August 31, 2016 and not transferring to another Prometheus property.

Please return this form by **July 31, 2016** to: Shadowbrook apartments, 235 S Bernardo Ave. Sunnyvale, Ca. 94086 or email to dparisi@promethuesreg.com.

Thank you.

Sincerely,

Management

Resident Name and Address

Date

Date

Resident Name and Address

Date