



Policy Name:	Leasing Policy	
Revision Date:	September 18, 2024	
Approval Authority:	<i>Keith Percy</i>	09182024
	President Perimeter Park West, Inc.	Date

Policy

PPW, Inc. agents will adhere to the following guidelines.

- a. PPW, Inc. will rent to KPPA.
- b. Lease agreements will be reviewed every five years at a minimum.
- c. PPW, Inc. uses employees of KPPA as PPW, Inc. agents.
- d. PPW, Inc. shall reimburse KPPA for the time of their employees and for other ancillary expenses by offsetting the annual rent amount, which will decrease the monthly rent amount. The rent will be offset by a flat amount, set forth in the lease agreement.
- e. The lease payment from KPPA to PPW, Inc. should be received by the 15th of each month.