

_____ Board Item
 _____ Board Meeting Date

CONTRACT REVIEW CHECKLIST

Contract Terms:

	Comments
Term (Duration of Contract)	Extends occupancy until June 30, 2015
Termination Clause	N/A
Insurance /Indemnification	N/A
Liability issues	N/A
Confidentiality Provision	N/A
Warranties	N/A
Labor Issues	N/A
Disclaimers	N/A
Background Screening	N/A
Commercial Non-Discrimination per Policy 6.144	N/A
Governing Law & Venue	Florida law and Palm Beach County venue

Business Principles:

	Comments
Fees	\$3,000 per month
Payment Terms, i.e. --Lump sum, installments --Late fees	Paid monthly, in advance

Other Issues:

	Comments
Beneficial Interest Affidavit	Included with back-up
Non-Negotiable Issues	None
Miscellaneous Issues	None

Special Considerations: _____

Reviewed and approved as to form and legal sufficiency. Yes No

Blair Littlejohn 3/8/13
 By: Blair LittleJohn