M E M O R A N D U M

TO: Alan Rosen

FROM: Robert M. Schwartz

DATE: January 9, 1991

RE: Lease Agreement for Newark III

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Our lease for the sales office parking lot in Newark is in the process of being signed. The term of the lease will run from November 1, 1990 through October 31, 1991. Rent is $4,845.00 annually or $403.75 per month. Joanne is processing payment of this rent for November 1, 1990 through January 1, 1991. I suggest you set up an automatic payment process beginning on February 1, 1991 for $403.75 per month. Mary to discuss with me in November 1, 1991 the need to pay the last month's rent. We may possibly need to post a security deposit which we would use for the last month's rent,.

RMS:pk

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