

<b>SUBJECT</b>	<b>Date</b>
STANDARD OPERATING PROCEDURES MANUAL OFFICE BROCHURE BOX	12-01-99

PURPOSE: To provide brochures when the office is closed.

REFERENCES: 1930-C Exhibit B, VI C 2 (2), Page 32  
Florida Statutes  
Georgia Statutes  
Procedure Memoranda

1. Located adjacent to the leasing office, usually mounted to or on the office door.
2. Brochures in it at all times
3. To be visible from the parking lot
4. If brochure box is deteriorating, request a new one by faxing a note to the Clearwater office.