

## ADDENDUM 1

(please sign and return with the submittal)

### CHANGES

- 1) Section 3.3. Overview of Duties, Subsection C, is replace in its entirety with the following:

Executing and enforcing leases and lease addendums approved by the City and keeping leases current. Contractor shall be responsible for tenant leases that have been approved by the City, including but not limited to initiating eviction actions that were appropriate for all matters involving non-payment of rent or material lease violations. Contractor shall provide the City with a list of law firms who can ethically represent the City that the Contractor and intends to use to initiate legal proceedings against tenants, on behalf of the City, for the City Law Department to review and approve prior to Contractor engaging any legal representation. Contractor shall be responsible for retaining legal counsel for evictions and promptly notifying the City of each engagement. Contractor shall require its employees to cooperate with the City, and legal counsel in all enforcement actions and other legal matters. Contractor must be a witness when required and must work with residents and others to obtain information and testimony necessary to support the eviction action.

- 1) Section 3.4. Contractor Notifications to the City of Phoenix

When legal counsel is consulted to bring actions for eviction. Is changed to Within 7 Days

Cure all items reported during Owner Inspections. Is changed to Within 14 Days

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_