

## LEASE ADMINISTRATORS

12504 Newell Avenue, #134, Walnut Creek, CA 94596  
925-658-1201 Fax: 925-396-6182  
www.leaseadministrators.org

October 2004

According to public records within The California UCC Division, the initial term of the equipment financing statement/lease lien is due to expire within 30 days (as noted on the enclosed green form). If lease termination requirements are not administered correctly and in a timely manner, an automatic renewal clause and lien continuation may be triggered. ***This will cause an extension of the lease, the requirement of additional payments and a delay in your receipt of clear equipment title.\****

To prevent the risk and costly consequence of lease termination non-compliance, the following procedures will be executed on your behalf;

- 1-The secured party (or assignee) is notified by "avadvat of intent to purchase" (AIP) of your intention to terminate the equipment lease and exercise the purchase option.
- 2-Termination of the original filed UCC-1 statement is confirmed and copies of the UCC-3 statements are secured and provided to you ensuring proper equipment title transfer and ownership.
- 3-Proof of lease termination execution is registered and archived for a one year period to provide 3rd party verification for potential disputes that may arise with the secured party.

Complete the form below and mail it back in the enclosed envelope along with the required administrative fee. For further information, visit our website at [www.leaseadministrators.org](http://www.leaseadministrators.org) or call 925-658-1201.

Sincerely,

Steve Scott, VP, Plan Administration  
[stevescott@leaseadministrators.org](mailto:stevescott@leaseadministrators.org)

\* If the lease has already been paid off, item #2 above was never executed. Proof of legal title of an asset prevents the secured party from ever being able to require further payments, as well as allowing a "clear" sale or transfer of the asset to another party.

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*Complete and detach the form below, then mail it back in the enclosed envelope along with the required administrative fee*

A  Our lease is already paid off. Please execute the appropriate Administrative procedures to remove the equipment lien. It was paid off approximately \_\_\_\_\_(month/year).

B  Our lease is due to be paid off shortly. Please execute to the appropriate administrative procedures to prevent an extension of the lease and to remove the equipment lien so that we receive proof of clear title.

Company Name: \_\_\_\_\_ UCC/File #: \_\_\_\_\_

Contact/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**Payable To:** Lease Administrators  
1250-1 Newell Avenue, #134  
Walnut Creek, CA 94596

Administrative fee: \$125.00  
(including all necessary filing fees)

**Note:** Due to the time sensitive nature of legal provisions in your equipment lease and the lease termination administrative procedures that need to be executed, please respond within 5 business days of the listed expiration date as noted on the enclosed green form (there is normally a 10 day grace period included in your lease agreement). Allow 2 weeks after the listed expiration date to receive a confirmation certificate and associated documentation.