



BY FEDERAL EXPRESS

October 11, 2023

Shelby County Land Bank
584 Adams Avenue
Memphis, TN 38103
Attn: Dawn Kinard, Administrator

Shelby County Government
Contracts Administration
160 North Main, Suite 950
Memphis, TN 38103
Attn: Lee Hopson, Contract Administrator

Shelby County Clerk's Office
Shelby County Government
150 Poplar Avenue
Memphis, TN 38103
Attn: Gordon Crisp, Administrator

RE: NOTICE OF EXPIRATION OF LEASE, NOTICE OF TERMINATION OF LEASE, NOTICE TO SURRENDER Agreement for Lease of Improved Real Property dated January 29, 2019 ("Lease") for Suite 201 at Poplar Plaza Shopping Center ("Shopping Center"), 3468 Poplar Avenue, Memphis, Shelby County, TN, 38111 ("Premises") by Shelby County Government on behalf of Shelby County Clerk's Office ("Tenant") with Finard Poplar Realty Limited Partnership ("Landlord")

To Whom It May Concern,

This letter shall serve as a NOTICE OF EXPIRATION OF LEASE and/or NOTICE OF TERMINATION OF LEASE and a NOTICE TO SURRENDER. As you are aware, the Lease expired on **June 30, 2023**, and any automatic three-month extension pursuant to Section 4 of the Lease expired on **September 30, 2023**.

In accordance with Section 27(B) of the Lease, kindly surrender the Premises within thirty (30) days of this written notice and in the condition required by the Lease.

Please be advised that Tenant is in arrears of its obligations to pay rent with such arrears dating back to July 2023. As of the date of this letter, the current amount due and owing (without inclusion of any late fees, penalties, interest, or attorney's fees that may be allowed by the Lease) is **Nine Thousand Eight Hundred Sixty-Seven Dollars and Fifty Cents (\$9,867.50)**. A statement and an aging detail are attached for your ease-of-reference. Kindly remit these monies immediately.

Please be advised that this Notice of Expiration/Notice of Termination of Lease does not relieve Tenant of the obligation to pay rent and other charges for all periods of Tenant's occupancy.

Sincerely,


D. Paul Koch, Jr., Esq.
General Counsel

DPK/sf

cc: Richard A. Smith, Jr. and Rachael Henderson (via e-mail)
Nicole A. Gibson and Linda E. Anderson (via e-mail)

poplar -- shelby county clerk -- notice of termination v1.0 20231011 (1-notice).docx

FINARD PROPERTIES LLC

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