

**#13376 LEASE AGREEMENT BETWEEN
ALACHUA COUNTY AND CINQUE HOLDINGS, INC.
FOR LEASE SPACE LOCATED AT
249 WEST UNIVERSITY AVENUE, GAINESVILLE, FLORIDA**

THIS AGREEMENT made and entered into by and between Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the “County,” or “Tennant”, and Cinque Holdings, Inc. c/o Nautilus Realty, Inc, doing business at 3008-G NW 13th Street, Gainesville, FL 32609, hereinafter referred to as the ‘Landlord.’”

WITNESSETH:

WHEREAS, the Parties hereto previously entered into a lease regarding the Premises dated September 24, 2013, which lease was twice amended (the “2013 Lease”); and

WHEREAS, the 2013 Lease, as amended, expires on September 30, 2022, and the Parties wish to enter into this new lease so that the Tenant may continue to occupy and use the Premises uninterrupted commencing October 1, 2022.

NOW, THEREFORE, in consideration of the mutuality of the rents, covenants, agreements, terms, and conditions hereinafter contained, the Parties hereto do mutually covenant and agree as follows:

1. **The Premises.** The Landlord leases and rents to the Tenant and Tenant leases and rents from the Landlord office space located at 249 West University Avenue, Suites A & B, Gainesville, FL 32601, which are depicted in the Floor Plan attached hereto as **Exhibit A**.
2. **Term.** The term of the lease shall begin on October 1st, 2022 and shall end September 30th, 2023 unless earlier terminated as provided herein. The Tenant shall have the option to renew this Lease Agreement at the terms and rent outlined herein. The Tenant shall provide written notice 90 days prior to the expiration of this lease to the Landlord of its intent to exercise the option to renew.
3. **Renewal.** Tenant shall have an option to renew the lease for four (4) additional one-year periods. The Tenant shall provide written notice to the Landlord of its intent to exercise this option at least 90 (ninety) days before the end of the then current term of the lease. Rent may be adjusted on the anniversary date of the lease with rent changing by an amount equal to 3% for each year above the previous year’s rent.
4. **Rent.**
 - A The Tenant agrees to pay the Landlord monthly rental payments as follows:

Monthly Rent	Suite A	Suite B	Monthly Total	Annual Total
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10/1/22 - 9/30/23 \$12,056.49 \$3,502.00 \$15,558.49 \$186,701.88

B All rental payments shall be due on the first day of each month. The Landlord shall provide a monthly invoice by the 21st day of the previous month to the Tenant at the following address:

Alachua County Facilities Management
12 SE 1st Street
Gainesville, Florida 32601

C The Tenant shall submit/mail monthly rental payments to Cinque Holdings, Inc., and shall mail the rental payments to the Landlord at 3008-G NW 13th St., Gainesville, FL 32609. The Tenant certifies that, as a governmental entity, it is exempt from state sales tax. The Tenant's tax-exempt number is 85-8013937423C-9.

5. **Alterations and Improvements.** The Tenant may make alterations to the leased premises during the term of the lease, with written approval of the Landlord. At the termination of the lease term by lapse of time or otherwise, the Tenant shall have the right to remove all personal property and fixtures of the Tenant brought onto or into the premises by the Tenant or at the expense of the Tenant.
6. **Use of Premises.** The Tenant shall use the premises for Alachua County business activities and any other activities deemed necessary by the County to conduct public business of the County or its Constitutional Officers.
7. **Compliance with Law.** The Landlord shall comply with all federal, state, and local laws pertaining to zoning, fire protection, construction, and maintenance of the lease space. The Landlord agrees to assume full financial responsibility for compliance with these laws, rules, ordinances, to include Titles II and III of the American with Disabilities Act, state and local laws pertaining to zoning, construction, handicap requirements as provided for in Chapter 553, Part V. Florida Statutes, and maintenance of the property. The Landlord shall be responsible for the provision, maintenance, and repair of all fire protection equipment necessary to conform with city, county, and state fire protection laws, rules, ordinances, codes, regulations, and handicap requirements required by Chapter 553, Part V, Florida Statutes.
8. **Surrender of Premises.** Upon termination of the lease term, by lapse of time or otherwise, the Tenant shall surrender the premises in as good a condition as the same was received at the commencement of the lease term, reasonable use, wear, tear, and damage, only, expected.
9. **Services and Repairs.**
Services provided by the Landlord to the Tenant are:
 - A The Landlord shall maintain the building's structural components of the premises and specifically the roof, windows, doors, floors, steps, porches, exterior walls, and foundations. Additionally, the exterior of the building, the landscape areas, parking lot, elevator, HVAC, plumbing, electrical and mechanical equipment. Ceiling tiles, lights,

floor coverings, locks, wall coverings or paint shall be maintained in good operating condition and replaced as necessary.

- B Landlord shall provide timely maintenance and repairs of the building's structural components and equipment and ensure the leased space is kept in a clean and safe condition.
- C The Landlord shall provide janitorial services as stated in **Exhibit B** during normal business hours.
- D Landlord shall provide monthly report to Facilities Management Department regarding all services completed.
- E Landlord shall provide a response to major systems failures (HVAC, Plumbing, Electrical, Mechanical, etc.) within 48 hours of it being reported by Facilities to the Landlord.
- F Communications on any required repairs or maintenance shall be between the landlord and Facilities. Landlord will not communicate directly with Court Services employees.

Tenant Responsibilities:

- A The Tenant shall not occupy or use the Premises in a manner that violates applicable provisions of building, housing, and health codes.
- B Tenant shall operate in a reasonable manner all electrical, plumbing, sanitary, heating, air-conditioning, and other facilities and appliances, including elevators.
- C The Tenant shall pay its own telephone, computer line and security monitoring costs.
- D Tenant shall have sole authority over the control of temperature in the leased area but shall exercise reasonable energy practices.
- E Tenant shall provide pest control on a routine basis.
- F Tenant shall immediately notify the Landlord of any defects, maintenance issues, or dangerous conditions of which the Tenant becomes aware.
- G Tenant shall be liable for any damage to the building caused by the negligent or willful actions of the Tenant, its employees, or guests. Tenant shall promptly repair such damage. If the Tenant fails to repair such damage, the Landlord shall do so at the expense of the Tenant and the cost thereof shall be treated as additional rent due hereunder; provided however, that the Landlord shall provide the Tenant with prior written notice of the estimated cost of repair prior to the Landlord performing such repair, unless such repair is reasonably required to prevent other immediate damage to the building and there is insufficient time to provide such notice.

10. **Utilities and Services.** Tenant shall have the electric service placed in their name and pay the provider directly. The gas, water and sewer shall remain in the Landlord's name with the Tenant paying the Landlord their prorated share based on square footage. Tenant shall contract for recyclable paper pick-up. Tenant shall be responsible for shredding or other security measures for confidential refuse.

11. **Inspection.** The Landlord or its representative, successors, or assigns shall have access to the premises at all reasonable times for the purpose of inspecting the premises or taking such action as may be necessary to protect the premises from loss or damage; provided, however, that the Landlord's right of entry and inspection shall be subject to security requirements of the Tenant. The Landlord agrees to provide reasonable and adequate advance notice to the Tenant of any inspection and the Tenant shall have the right to have a Facilities staff member present during

any inspection. Landlord shall inform Facilities no later than 48 hours of any planned inspection.

12. **Title Status.** The Landlord represents that it owns the premises in fee-simple, subject only to encumbrances, assessments, and restrictions which will not interfere with the intended use of the premises, and that it has the full right, power, and authority to enter into this lease for the term herein granted.

13. **Insurance.**
 - A The Landlord shall obtain fire and extended coverage insurance upon the leasehold premises and improvements thereto in their full insurable value. The Landlord shall provide to the Tenant proof of such insurance coverage prior to the Tenant taking occupancy of the premises. Tenant is responsible for its property.
 - B Tenant has in place a program of self-insurance pursuant to Florida Statutes Sections 111.072, 136.091 and 768.28. That the self-insurance program provides coverage for claims which emanate from Automobile Physical Damage and Public Liability incidents arising from Automobile Liability (both Bodily Injury and Property Damage), Commercial General Liability, and Workers' Compensation with a limit of liability not to exceed \$300,000 per accident
 - C Nothing contained herein shall constitute a waiver by the Tennant of its sovereign immunity, the limits of liability or any other provisions of §768.28, Florida Statutes.

14. **Assignments.** This lease is inferior to any mortgage now or on which may be placed on the land or building by the Landlord. Tenant will recognize as its Landlord under this lease and attorn to any persons succeeding to the interest of Landlord under this lease in the event of foreclosure of any mortgage or the execution of any deed in lieu of such foreclosure. This provision is self-operative and no further document is required unless requested by any mortgagee. If so requested, Tenant shall execute and deliver an instrument confirming its attornment at no cost; provided, however, that no such mortgagee or successor in interest shall be bound by any payment of rent for more than one month in advance, or any amendment or modification of this lease made without the express written consent of such mortgagee. If Tenant shall refuse or fail to execute, acknowledge and deliver such document, Tenant hereby irrevocably appoints Landlord as Tenant's attorney-in-fact for ratifying all Landlord's acts pursuant to this section.

15. **Sublease.** Tenant may not sublease the premises without Landlord's prior written permission, which shall not be unreasonably withheld.

16. **Non-Waiver.** The failure of any party to exercise any right in this Agreement will not waive such right.

17. **Cumulative Remedies.** All of the rights, powers, and privileges conferred by this lease upon the parties shall be cumulative and in addition to those otherwise provided by law, and shall not be deemed to preclude those rights and remedies provided by law.

18. **Entire Agreement, Modification and Waiver.** This lease contains the entire agreement of the parties and supersedes all prior agreement. Any representations, inducements, promises, agreements or otherwise between the parties not embodied in this instrument shall be of no force or effect. No amendment or modification of this lease shall be valid unless and until the same is reduced in writing and executed by both parties. No failure of a party to exercise any power given by this instrument, or to insist upon strict compliance of any obligation hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of the future right to demand exact compliance with the terms of this lease.
19. **Signs.** All signage must be approved by Landlord prior to installation and be consistent with the signage of the rest of the building. Signs must be removed by Tenant at the end of the lease. Damage caused by erection or removal shall be paid by Tenant. Tenant shall pay for signage.
20. **Landlord's Covenant of Quiet Enjoyment.** So long as the Tenant is not in default under the conditions and during the term of this lease and any extension of said term, the Tenant's quiet and peaceful enjoyment of the premises shall not be disturbed or interfered with by anyone claiming by, through, or under the Landlord.
21. **Police Security.** Landlord has no duty to provide police or security guards. The decision to provide police or security guard shall not give rise to an increased duty of care.
22. **Radon Gas.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County health unit.
23. **Proration.** Rental and other amounts owned by the Tenant shall be prorated between the Landlord and the Tenant as the commencement and end of the lease term, unless otherwise herein agreed to the contrary.
24. **Successor or Assigns.** The covenants and conditions herein contained shall, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors, administrators, and assigns of the parties hereto.
25. **Casualty.** In the event that the lease premises shall be damaged by fire, explosion, windstorm, or any other casualty, not caused by the Tenant, the Landlord shall initiate any needed repairs with ten (10) days and put the leased premises in good condition as rapidly as reasonably possible, not to exceed forty-five (45) days, and the Tenant shall be entitled to an abatement of rent during the period of time in which the leased premises are not suitable for occupancy and not used by the Tenant. If the leased premises shall be damaged to the extent of more than twenty-five (25%), either party may, at its election, terminate this lease by giving written notice to the other party within five (5) days after the occurrence of such damage.

26. **Notices.** Except as otherwise provided herein, any notice, acceptance, request, or approval from either party to the other party shall be in writing and sent by certified mail, return receipt requested, and shall be deemed to have been received when either deposited in the United States Postal Service mailbox or personally delivered with signed proof of delivery. The Tenant's representative and the Landlord's representative are:

Tenant: Alachua County Facilities Management
915 SE 5th Street
Gainesville, Florida 32601
FacFiscal@alachuacounty.us

Landlord: Cinque Holdings, Inc.
3008-G NW 13th Street
Gainesville, FL 32609

A copy of any notice hereunder shall be sent to:

J.K. Irby, Clerk
Attention: Finance and Accounting
12 SE 1st Street
Gainesville, Florida 32602
dmw@alachuaclerk.org

And to:

Procurement Division
Attn: Contracts
12 SE 1st Street
Gainesville, FL 32601
Procurement@alachuacounty.us

27. **Eminent Domain.** In the event any portion of the land or property demised hereunder shall be taken through eminent domain proceedings, then the Tenant shall be entitled to a pro rata reduction in rent based upon the amount of the building and land taken through such eminent domain proceedings, (2) a share of the full compensation paid by the condemning authority based on the term of the lease, and (3), the Tenant shall have the right to terminate this lease in the event of such eminent domain proceedings.

28. **Default and Termination.** If either party fails to fulfill its obligations under this Lease Agreement or if either party breaches any of the conditions or covenants of this Lease Agreement, the other party may terminate this Agreement. However, prior to such termination, written notice shall be given to the party in default stating the failure or breach and providing a reasonable time period for correction of same. In the event the defect or default is not corrected within the allotted reasonable time, this Lease Agreement may be terminated upon

thirty days prior written notice without further notice or demand and without prejudice to any right or remedy that the parties may have.

29. **Parking Area.** The parking lot is shared with the neighboring tenant. Visitors and clients of Court Services may use the parking lot free-of-charge on a first come, first served basis.
30. **Severability Clause.** If any clause or any of the terms or conditions of this lease are held to be invalid for any reason, all other clauses or terms and conditions shall remain in full force and effect as set out herein.
31. **Third Party Beneficiaries.** This agreement does not create any relationship with, or any rights in favor of, any third party.
32. **Captions and Section Headings.** Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.
33. **Construction.** This agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that both parties have substantially contributed to the preparation of this agreement.
34. **Governing Law.** This Agreement shall be governed in accordance with the laws of the State of Florida. Sole and exclusive venue for all actions arising from this Lease shall be in Alachua County, Florida.

IN WITNESS WHEREOF, the parties have caused this Lease Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

ALACHUA COUNTY, FLORIDA (TENNANT)

By: _____
Marihelen Wheeler, Chair
Board of County Commissioners
Date: _____

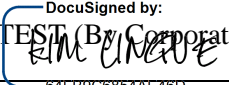
ATTEST:

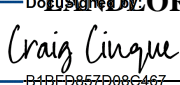
APPROVED AS TO FORM

Jesse. K. Irby II Clerk

(SEAL)

Alachua County Attorney's Office

DocuSigned by:
ATTEST (By Corporate Officer)
By: 
64FB9C6854AE46D...
Print: KIM CINQUE
Title: Secretary

DocuSigned by:
LANDLORD
By: 
B1DFB857D08C467...
Print: Craig Cinque
Title: Pres.
Date: 9/13/2022

MUST BE ATTESTED (WITNESSED) BY A DESIGNATED OFFICER OF THE CORPORATION. IF NOT INCORPORATED, THEN SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION

Exhibit A: Floor Plan

Exhibit B: Janitorial and Other Services

OFFICE CLEANING CHECKLIST

Daily service shall be provided Monday through Friday except on observed national holidays.

DAILY CLEANING

Offices, Lobby, Conference Room

- Empty all trash receptacles and replace liners as needed. Remove trash to a collection point
- Vacuum carpeting
- Clean and polish drinking fountain/water cooler
- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe entryway and clean fingerprints from entrance glass
- Spot clean partition glass
- Inspect and pick up, as needed, building entrance area

Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe
- Clean and polish mirrors
- Wipe towel cabinet covers
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins. Polish bright work

- Dust partitions, top of mirrors and frames
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

Lunch/ Breakroom

- All trash receptacles are to be emptied and trash removed to a collection point
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove spillage from soiled areas
- Clean and wipe tables and chairs
- Spot clean walls near trash receptacles
- Clean fronts, tops, and sides of trash receptacles with a disinfectant
- Clean and polish drinking fountain/water cooler
- Damp wipe countertops to remove coffee rings and spillage
- Clean and sanitize sink
- Spot clean cabinets and exterior of appliances to present a neat appearance

WEEKLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Buff hard surface floors if needed

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Complete all high dusting not reached in the above-mentioned cleaning
- Top scrub or machine scrub, rinse, and apply finish to composition floor covering n

those areas that show excessive wear

- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant

ANNUAL CLEANING

Floors

- Hard Surface - machine scrub, rinse and apply new finish to all hard surface flooring, exercising care to get into corners and along edges
- Carpet - extract all carpeting, taking care to get into corners and along edges

Offices

- Thoroughly damp wipe vertical and horizontal surfaces, including desks, files, windowsills, tables, chairs and telephones
- Perform all high dusting of light fixtures, air diffusers and doorframes
- Wash trash receptacles with disinfectant

Restrooms

- Scour and sanitize all basins, toilets, urinals and showers, inside and out
- Polish all bright work, attempting to remove lime and mineral deposits
- Wash all partitions with an industry standard disinfectant
- Wash trash receptacles using a disinfectant

Certificate Of Completion

Envelope Id: E5D0CD433CBC450DB9B738D407FFE84A	Status: Completed
Subject: Please DocuSign: #13376 Cinque Holdings New Lease Agreement 08222022.docx	
Source Envelope:	
Document Pages: 12	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Thomas (Jon) Rouse
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	trouse@alachuacounty.us
	IP Address: 149.19.43.13


Record Tracking

Status: Original	Holder: Thomas (Jon) Rouse	Location: DocuSign
9/7/2022 8:02:49 AM	trouse@alachuacounty.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Alachua County	Location: DocuSign

Signer Events

Craig Cinque
 craigcinque@gmail.com
 Pres.
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 98.180.250.219

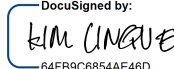
Timestamp

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 Signed: 9/13/2022 12:05:53 PM

Electronic Record and Signature Disclosure:

Accepted: 9/13/2022 12:03:09 PM
 ID: a538e53a-4127-4e7a-875a-c524426bd897

KIM CINQUE
 kimcinque@msn.com
 Secretary
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 107.72.178.204

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 Signed: 9/13/2022 1:08:49 PM

Electronic Record and Signature Disclosure:

Accepted: 9/13/2022 1:08:04 PM
 ID: 21eccfc6-3b9b-462a-b93d-2cf16f6bfcab

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/7/2022 8:16:33 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	9/13/2022 1:08:04 PM
Signing Complete	Security Checked	9/13/2022 1:08:49 PM
Completed	Security Checked	9/13/2022 1:08:49 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Alachua County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Alachua County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mguidry@alachuacounty.us

To advise Alachua County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mguidry@alachuacounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Alachua County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mguidry@alachuacounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Alachua County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to mguidry@alachuacounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Alachua County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Alachua County during the course of your relationship with Alachua County.