REFERENCE: ADDENDA, EXHIBIT & ADDENDA STRUCTURE ORGANIZATION

1 PURPOSE: EXHIBIT & ADDENDA SYNTAX FOR REFERENCABLE

This memorandum establishes the comprehensive document naming and organization protocol for all evidence, correspondence, and legal documents related to the landlord-tenant dispute at 2649 Tifton St., ensuring compliance with Florida court requirements and maintaining systematic organization of multiple claims.

II. SCOPE

This protocol applies to all case documents, including but not limited to:

- Security deposit claims documentation
- Property conversion evidence
- Professional misconduct records
- Breach of warranty documentation
- Communication records
- Photographic evidence
- Legal notices and responses

III. STANDARDIZED NAMING CONVENTION

A. Master Syntax Formula

"`

[CLAIM]-[EXHIBIT#]-[PHASE]-[TYPE]-[DATE]-[DESC].pdf

"`

B. Claim Categories and Definitions

1. SECDEP (Security Deposit Claims)
- Statutory Basis: Florida Statute §83.49
- Current Claim Value: $4,500
- Example: SECDEP-EX001-DISPUTE-NOTICE-SEP24-DEMAND.pdf

2. CONVERT (Property Conversion)
- Statutory Basis: Florida Common Law
- Current Claim Value: $4,210.62
- Example: CONVERT-EX001-MOVEOUT-PHOTO-SEP24-GRILL.pdf

3. PROFMIS (Professional Misconduct)
- Basis: Bar Rules, NAR Code of Ethics
- Example: PROFMIS-EX001-DISPUTE-EMAIL-OCT24-BARCOMPL.pdf

4. BREACH (Warranty/Habitability)

- Statutory Basis: Florida Statute §83.51
- Example: BREACH-EX001-INLEASE-PHOTO-MAR24-SECURITY.pdf

C. Phase Identifiers

1. PRE (Pre-Lease Period)
- Timeframe: Before November 2023
- Scope: Initial communications, property viewing

2. INLEASE (Active Lease Period)
- Timeframe: November 2023 - August 2024
- Scope: All lease-term documentation

3. MOVEOUT (Move-out Period)
- Timeframe: August-September 2024
- Scope: Final inspection, property surrender

4. DISPUTE (Current Dispute Phase)
- Timeframe: Post-September 2024
- Scope: All current litigation preparation

IV. DOCUMENT TYPE CLASSIFICATION

A. Primary Document Types

```

NOTICE: Legal notices, demands, responses
PHOTO: Photographic evidence
TEXT: Text message communications
EMAIL: Email correspondence
POLICE: Law enforcement reports
LEASE: Lease-related documents
```

V. IMPLEMENTATION PROTOCOL

A. File Organization Structure

```

  MASTER CASE FILE
     [CLAIM CATEGORY]
     [PHASE]
     [DOCUMENTS]
```

B. Cross-Reference Index

Claim ID	Description	Value	Status
SECDEP-001	Security Deposit Return	$4,500	Active
CONVERT-001	Weber Grill Conversion	$899	Active
PROFMIS-001	UPL Complaint	N/A	Pending

VI. CURRENT CASE APPLICATION

A. Priority Documents

1. Security Deposit Demand Letter

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SECDEP-EX001-DISPUTE-NOTICE-OCT24-DEMAND.pdf
```

2. Property Inventory Evidence
```

CONVERT-EX001-MOVEOUT-PHOTO-SEP24-INVENTORY.pdf
```

3. Professional Misconduct Documentation
```

PROFMIS-EX001-DISPUTE-EMAIL-OCT24-BARCOMPL.pdf
```

B. Evidence Matrix
1. Security Deposit Claim
- Notice of Claim Letter
- Bank Records
- Communication History
- Statutory Citations
2. Property Conversion
- Move-out Inventory
- Property Valuation
- Demand Communications
- Listing Photos
VII. MAINTENANCE AND UPDATES
A. Document Log Requirements
- Daily update of new documents
- Cross-reference maintenance
- Chronological organization
- Evidence preservation
B. Quality Control
- Weekly file audit
- Naming convention compliance
- Document completeness review
- Index updates
VIII. CONCLUSION
This naming convention system ensures:
1. Court-compliant organization
2. Easy document retrieval
3. Clear claim tracking
4. Evidence preservation
5. Professional presentation
Implementation effective immediately for all case-related documents.
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Appendix A: Quick Reference Guide
Appendix B: Template Examples
Appendix C: Cross-Reference Tables
END MEMORANDUM