

Gordon Suites Handbook

Noblesville Premium Properties, LLC welcomes you to 114 North Ninth Street. We look forward to working with you and your staff to ensure that our business relationship is lengthy and successful.

This Tenant Handbook should answer many questions about building regulations, policies and operating procedures.

BUILDING MANAGEMENT OFFICE

General Hours: Open Monday through Friday

9:00 a.m. – 5:00 p.m.

Building Owner: Noblesville Premium Properties, LLC

Building Management: Noblesville Premium Properties

The Building Management Office information is as follows:

20236 Hague Road

Noblesville, Indiana 46062

Phone: (317) 770-2274

The following personnel are available to assist you:

Property Owner: Darren Ratcliffe

Email: Darren@TheGordonTeam.com

Assistant Property Manager: Kelly McGinnis

Email: Kelly@TheGordonTeam.com

Checks are to be made payable to Noblesville Premium Properties

The remittance mailing address for payments is:

20236 Hague Road

Noblesville, Indiana 46062

BUILDING HOURS & HOLIDAYS

General building hours are from 7:00 a.m. – 5:00 p.m. Monday through Friday. Generally, the building is closed on the weekends, holidays and after hours, but tenants are allowed access during these after-hours times, without specific permission by management. You must have a front door key in addition to a suite key to gain entry when the building is closed. After 5:00 PM daily we ask that each tenant lock the front door behind them when exiting the building even if other tenants are still in the building. Securing the building is a collective effort among all tenants. Security of the building is of the utmost importance and shall be taken seriously. When in doubt, lock the doors in the evening, when leaving. Noblesville Premium Properties, LLC is not responsible for any tenant contents that are lost and stolen from the building for any reason. Tenants are also responsible for securing their individual offices and ensuring that all fire doors are kept closed at all times.

Holidays include New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. The building is secured during holidays and the use of an entry front door key is required to gain access to the entry doors and elevators.

RENTAL PAYMENTS

Rent is due on the 1st of each month. Payments can be made via your tenant/resident portal or mailed to the business office (address listed above).

TRASH REMOVAL

The trash container for 114 N 9th Street is located in back of the building on the east parking lot. The container is equipped with a lock bar and padlock. Your office and front door key will unlock the lock bar on the trash container. Boxes must be discarded by the responsible tenant.

It is illegal to throw out computer monitors, printers and toner with general garbage. Therefore, we do not allow these items to be thrown out with general office refuse. Monitors contain contaminants that are environmentally detrimental. Many old monitors and computers can be recycled.

Please contact Technology Recyclers Direct by email: dale@tech-recyclers.com or call 800-237-3887 to schedule a pickup of your electronic waste and toner cartridges Click here to visit their website and to schedule a pick up. Property Removal <http://tech-recyclers.com/>

FURNITURE

Office furniture may not be disposed of with regular building trash. Each tenant is responsible for the removal and disposal of its old office furniture. The best way to dispose of quantities of old furniture is to either donate it to a charity with pick-up service, or to find a furniture liquidator. ABC Junk, located in Noblesville provides friendly service to many Noblesville tenants. You can find more information about them at [www. https://abcjunk.com/](http://www.abcjunk.com/) .

MAIL SERVICE & DROP BOXES

Mailboxes are located in the lobby entry next to the elevator. Incoming mail is delivered to mailboxes Monday through Saturday after 1:00 p.m. Outgoing mail can be placed in the attached bins below the mailboxes.

The post office may be contacted as follows:

U.S. Postal Service
1900 Pleasant Street
Noblesville, IN 46060
Phone (800) 275-8777
Hours: M-F 8:30am-7:30pm
Sat 8:30am-5:00pm
Website: www.usps.com

There are no scheduled pick-ups for UPS or Fed-Ex through the Building Management Office. Each tenant will need to arrange their own pick up and drop offs. If your shipment requires a signature please make sure there is someone present at the time of delivery. The Building staff does not sign or hold packages for tenants.

ELEVATORS

Elevator service is available 24 hours a day. If an elevator fails to operate properly, please report it to the Building Management Office. If you are detained inside of an elevator cab due to malfunction, remain calm. Use the phone located inside the panel of the elevator to contact the elevator company (Thyssenkrupp Elevator) directly. Every effort will be made to release you from the elevator as quickly as possible. The elevator maintenance company will be immediately dispatched to correct the problem while Building Staff remains in constant contact to let you know what is being done.

COPIER USE

Tenant have access to the building copier machine on a fee based system of 7 cents per copy. At move in, tenants are given a LOG IN name that must be used to access the copier. Scan to email functions can be used for free. Specific training on how to use the scanning/copier located in the break room can be scheduled by management.

TENANT EVENTS

All private tenant events must be approved by Building Management, and a license agreement must be signed prior to scheduling the event. A small fee is charged for private events. Please call the Building Management Office for most current rates. Private events can only be held after hours to provide all tenants with peace and quiet during normal business operating hours. If you wish to hold an event during business hours, you must first contact the building management office to obtain permission. While we can accommodate some business hours event requests, we cannot guarantee privacy, as the building is shared by several businesses that need to continue to operate during business hours. All tenant event requests are granted on a first come first serve basis.

KEYS

Each tenant will be issued the number of front door and suite keys stipulated in the lease as well as one key for your mailbox. You may purchase additional keys by submitting a request through the work order system. Building keys may not be duplicated by an outside locksmith. Keys are not to be distributed to non-employee or non-tenants. Each tenant is responsible for ensuring the security of the keys that they are issued. If a replacement key is needed, you can submit the request through the work order system and your account will be charged \$10.00 per key.

DIRECTORY LISTING & SUITE SIGNAGE

Each tenant in the building is allowed building standard signage on the main lobby (elevator) directory, floor level directory and on tenant's entry door. Signage ordered at the time of move in is at the expense of the tenant. Should you require changes to your signage please contact the management office. When we are working with you to arrange and schedule your move, we will also want to arrange to have your signage installed. Please complete the Signage Request Form that was provided to you as part of your move in process. Once complete forward form to: kelly@thegordonteam.com.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator doors or elevator walls. If you should change your name at any time during your tenancy here please notify the Building Management Office in writing as soon as possible.

TENANT WORK ORDER SYSTEM

114 North Ninth Street uses a web-based work order program called Buildium to manage tenant service requests through your tenant portal. When you move into 114 North Ninth Street, you are sent a Welcome email with instructions on how to set up your tenant portal with Noblesville Premium Properties. The tenant portal provides you with the options to pay rent online and submit maintenance requests.

HVAC SERVICE

Heating, ventilation and air conditioning are for tenant comfort. If you need adjustments to the temperature of your office, you can submit a request through the work order system.

LIGHTING POLICY

In many cases, the rent that is paid in the office suites includes the cost of utilities. Tenants are asked to be vigilant at all times, and inform all employees, that turning off unused lights in either unused spaces during the day...or turning off all lighting in the evening or weekends when departing the office, is critically important. If lighting policy is consistently abused or ignored, additional fees or rent increases could result.

WiFi

Each tenant has access to wifi and has been provided with the wifi name and a unique password. In order to keep the site secure the password cannot be changed. If you require a "hard line" internet in your office please contact the management office to schedule service. Tenants hold Noblesville Premium Properties, LLC harmless for any loss of personal data, or intellectual property that might be stolen due to security negligence on the part of the Tenant.

INTERNET TROUBLESHOOTING

If you experience internet interruption please refer to the list below for steps to take to resolve issues or outages.

- 1) Rest personal routers and computers to confirm the issue is not with your equipment.
- 2) If personal equipment is not the issue, contact Comcast at (800)934-6489 to see if there is a local outage Comcast is working to resolve. If there is no outage in the area proceed to step three.
- 3) Contact our office by logging in to your tenant portal and submitting a service request (we receive them immediately), call our office at (317)770-2274, or email at: kelly@thegordonteam.com:
darren@thegordonteam.com.
- 4) We will investigate the problem by calling Comcast and/or resetting the modum. If that does not resolve the issue we will contact ESI at (317)596-9891 and their IT team will resolve the problem.
- 5) If it is determined it is on the tenants side you will be notified and charges may apply.

CONFERENCE ROOM

The conference room is located on the 2nd floor east of the stairwell. To schedule a meeting (instructions attached below), or to view a video tutorial on using the conference room equipment please visit: <https://thegordonbuilding.com/> and select the conference room tab from the top menu. Once finished with the conference room, tenants are responsible for pushing in all chairs, returning all teleconference and videoconference equipment to its original and orderly place on the conference table. Tables should be wiped down neatly and all trash and other items will be removed from the premises.



Gordon Conf Room
Scheduling.pdf

RULES & REGULATIONS

The following are the Rules and Regulations for 114 North Ninth Street unless otherwise stated in your lease:

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Project. In the event of any conflict between the Rules and Regulations and the other provisions of this Lease, the latter shall control.

1. The sidewalks, doorways, halls, stairways, vestibules and other similar areas shall not be obstructed by any Tenant or used by them for any purpose other than ingress to and egress from their respective Leased Premises, and for going from one part of the Building to another part.
2. Plumbing fixtures shall be used only for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from misuse by Tenant or any employee or invitee of Tenant shall be repaired at the expense of Tenant.
3. Nails, screws and other attachments to the Building require prior written consent from Landlord.
4. All contractors and technicians rendering any installation service to Tenant shall be subject to Landlord's approval and supervision prior to performing services. This applies to all work performed in the Building, including, but not limited to, installation of telephone, telegraph equipment, and electrical devices, as well as all installation affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the Building.
5. Movement in or out of the Building of furniture, office equipment, or other bulky material which requires the use of elevators, stairways, or Building entrance and lobby shall be restricted to hours that will not be a distraction to other tenants. Pre-arrangements with Landlord shall be made regarding the time, method, and routing of such movement, and Tenant shall assume all risks of damage and pay the cost of repairing or providing compensation for damage to the Building, to articles moved and injury to persons or public resulting from such moves. Landlord shall not be liable for any acts or damages resulting from any such activity.
6. Corridor doors, when not in use, shall be kept closed.
7. Tenant shall cooperate with Landlord in maintaining the Leased Premises.
8. Landlord may exclude any delivery person that Landlord deems undesirable or is under the influence of alcohol or other intoxicants.
9. Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways. No birds, fish, or animals of any kind shall be brought into or kept in, on or about the Leased Premises, other than Service Animals.
10. No cooking shall be done in the Leased Premises except in connection with convenience break room or beverage service for employees and guests (on a non-commercial basis) in a manner which complies with all of the provisions of

the Lease and which does not produce fumes or odors that are perceptible outside the Leased Premises.

11. Food, soft drink or other vending machines shall not be placed within the Leased Premises without Landlord's prior written consent.

12. Tenant shall not use or keep on its Leased Premises any kerosene, gasoline, or inflammable or combustible fluid or material other than limited quantities reasonably necessary for the operation and maintenance of office equipment.

13. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Tenant shall not use or allow the use of any personal space heaters or high wattage lamps in the Leased Premises that shall materially increase the amount of heating and/or air conditioning services required to be supplied to the Leased Premises. Landlord shall make adjustments in thermostats on call from Tenant.

14. Tenant shall comply with all requirements necessary for the security of the Leased Premises, including the use of service passes issued by Landlord for after-hours movement of office equipment/packages, and signing security register in Building lobby after hours. Landlord shall not be deemed to have assumed any duty not specified in the Lease by enforcing any security measures.

15. Landlord will furnish Tenant with a reasonable number of initial keys for entrance doors into the Leased Premises and may charge Tenant for additional keys, thereafter. All keys shall remain the property of Landlord. No additional locks are allowed on any door of the Leased Premises without Landlord's prior written consent and Tenant shall not make any duplicate keys, except those provided by Landlord. Upon termination of this Lease, Tenant shall surrender to Landlord all keys to the Leased Premises, and give to Landlord the combination of all locks for safes and vault doors, if any, in the Leased Premised.

16. Landlord retains the right, without notice or liability to any tenant, to change the name and street address of the Building.

17. Canvassing, peddling, soliciting, and distribution of handbills in the Building are prohibited and each tenant will cooperate to prevent these activities.

18. The Building hours of operation are Normal Business Hours.

19. Tenant shall have a right to an entry in the Building directory located in the lobby of the Building, according to Landlord's Building standard practices for such tenant listings.

20. Landlord reserves the right to rescind any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the Building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when made and written notice given to Tenant, shall be binding as if originally included herein.

21. Tenant shall not, on a consistent basis, exceed an average of six (6) employees per thousand square feet of Net Rentable Area of the Leased Premises, including contractors or other personnel affiliated with, related to, or managing the operations of, Tenant's business.

22. Smoking and vaping in the building is strictly prohibited.

23. Tenant, its employees and invitees hereby agrees to indemnify and hold harmless Noblesville Premium Properties, LLC ("Owner") its directors, officers, partners, shareholders, employees, and agents, including but not limited Noblesville Premium Properties, LLC, from and against any and all costs, damages, claims, and liabilities, including reasonable attorney fees, foreseeable or unforeseeable, directly or indirectly, arising from use of Bicycle Parking.

24. Tenant, its employees and invitees hereby agrees to indemnify and hold harmless Noblesville Premium Properties, LLC ("Owner") its directors, officers, partners, shareholders, employees, and agents, from and against any and all costs, damages, claims, and liabilities, including reasonable attorney fees, foreseeable or unforeseeable, directly or indirectly, arising from use of the Parking Lot.

PARKING LOT

The parking lot is located behind the building. Each tenant is allotted a designated maximum number of parking spaces depending on the number of office space leased. Parking is open and first come first serve.

MOVE / LARGE DELIVERY PROCEDURES

All large deliveries are to be made via the back entrance. The back entrance is accessible from the West parking lot. 114 North Ninth Street does not have a freight elevator, so all large moves and deliveries are restricted to after business office hours and when we request that you pad the passenger elevators to protect from damage.

Please provide the 114 North Ninth business office (if possible) notice by submitting a work order prior to scheduling your move or large delivery.

1.The tenant and/or their moving contractor are responsible for protecting all floors, doors, frames and jambs in their path of travel. Masonite or other hard surface moving material should be used for floor protection with carpet vacuumed after the move.

2.Boxes and other rubbish are to be removed completely from the building by the moving contractor or tenant at the time of move in.

3.Please be sure that your moving contractor adheres to the above procedures as any damage to the common areas of the building will be the responsibility of the tenant.

VENDOR / CONTRACTOR ACCESS

There may be special instances when vendors or contactors need to perform work in your suite during non-business or business hours. In such instances, please submit a work order with the following information at least 48-hours prior:

- Company Name
- Name(s) of people who will be performing the work
- Date(s) the work will be performed
- Time the contractor will arrive and depart
- Description of the work being performed
- Certificate of Insurance for Contractor/Vendor
- Letter of Agreement between Contractor/Vendor and Building

Neither Management Staff nor Security will admit your contractor into your suite. Please arrange to meet the vendor or provide them with keys.

VENDOR / CONTRACTOR INSURANCE REQUIREMENTS

As stated above, a Certificate of Insurance is required for contractors/vendors who will be entering the building. If you are unsure whether or not your contractor/vendor is performing a level of work that would require a certificate of insurance or if your vendor/contractor is unable to meet the requirements listed on the next two pages please call the Building Management Office to discuss.

The next two pages list the requirements for the Certificate of Insurance. Please ensure that the Additional Insured and amount requirements are met before submitting the Certificate. Also required is a Tenant Contractor/Vendor Letter of Agreement and instructions. [Click here for a printable pdf of the letter and instructions.](#) The letter that must be read and completed by the vendor, printed on their letter-head and signed by an officer of their company. This letter is to accompany the Certificate of Insurance.

If the contractor/vendor has worked in the building before, you may call the Building Management Office to see if their Certificate is still valid. If they have a current and applicable Certificate they will still have to complete the letter and submit this to the Building Management Office.

Noblesville Premium Properties

INSURANCE REQUIREMENTS FOR VENDORS – CONTRACTORS (REV. 12-6-15)

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS (VENDORS)

Property Manager shall require that all independent contractors (vendors) brought onto the property have insurance coverage at the contractor's (vendor's) expense, in the following minimum amounts:

1. Commercial General Liability on an occurrence form for bodily injury and property damage with limits of \$1,000,000 combined single limit each occurrence and \$2,000,000 from the aggregate of all occurrences within each policy year, including but not limited to premises-operation, products-completed operations and contractual liability (including coverage for the indemnity clause provided under this contract).
2. Business automobile liability covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence.
3. Employer's liability insurance in an amount not less than \$1,000,000.
4. Excess liability (umbrella) insurance on the above with limits of \$ (see attached).
5. Workers' compensation insurance in accordance with the laws of the state with jurisdiction.
6. All risk property insurance for the full replacement cost of all personal property, equipment, etc. owned by the contractor (vendor) and brought onto the property. Any deductible shall be borne by the contractor (vendor).

The insurance contained in items 1, 2 and 4 above shall, without liability on the part of Owner, Property Manager or Asset Manager for premiums, include Owner, Property Manager and Asset Manager as additional insureds. Each of the above policies will contain provisions giving Owner and each of the other additional insureds at least thirty (30) days' prior written notice of cancellation of or material change in coverage. Such insurance shall be placed with reputable insurance companies licensed or authorized to do business in the state in which the property is located with a minimum Best's rating of A-: X.

Property Manager must obtain the Owner's permission to waive any of the above requirements. Higher amounts and other forms of coverage that are specific to the type of work may be required if the project warrants same. The Property Manager shall obtain, review for adequacy and keep on file a Certificate of Insurance which shows that the contractor (vendor) is so insured.

EXCESS LIABILITY (UMBRELLA) \$4,000,000

LIMITS \$2,000,000

- carpet & flooring contractors
- painters
- exterminator
- glass contractors
- display sign and display set-up contractors
- plumber
- landscaper
- hood vent cleaner
- sheetrock and framing contractor
- mechanical contractor
- carpenters
- gate/door contractors
- security equipment installers
- security contractors
- moving companies
- cleaning contractors
- elevator/escalator contractors (ref. separate instructions attached)
- window cleaning & other trades involving the use of scaffolding
- general contractors for tenant improvements
- roofing/skylight contractors
- electrical contractors
- structural steel contractors
- concrete contractors

EMERGENCY PROCEDURES & CONTACTS

The safety of our Tenants is one of building management's highest priorities; however, the security of the building occupants rest with each Tenant and their understanding of emergency procedures safety and security measures. Building management recommends that each Tenant have an Emergency Action Plan in place to help their employees train for, prepare and react quickly to an emergency including fire, severe, weather, flood and violent situations such as active shooters or bomb threats. With this interest for you in mind, the following section outlines standard emergency guidelines for what to do in case an emergency situation occurred at or near the building. We have attempted to cover most emergency situations. There may be unforeseeable areas or disasters that are not discussed. Therefore, the information contained herein is provided only as a guide or as general information for this building and should be considered supplementary to your company's emergency plan. It's not the Landlord or building management's intent to direct the Tenant to adopt or use part or all of the given information, nor does Landlord or building management assume any liability in connection with all or part of the information that may be used or adopted by the Tenant. If evacuation becomes necessary, the authority and responsibility rest with the local officials of government. Neither Landlord nor building management can assume responsibility for any consequences resulting from the decision to evacuate or not to evacuate.

EMERGENCY PLANNING RESOURCES

Additional resources are available online from government and nonprofit sources:

Ready.gov: <http://www.ready.gov/>

Flu.gov: <http://www.flu.gov/>

Federal Emergency Management Association: <http://www.fema.gov/plan-prepare-mitigate>

Department of Homeland Security: <http://www.dhs.gov/dhspublic>

American Red Cross: <http://www.redcross.org/>

CDC - Center for Diseases Control and Prevention/Emergency Preparedness & Response: <http://www.bt.cdc.gov>

REMEMBER! BEING PREPARED AND STAYING CALM ARE THE TWO MOST HELPFUL AIDS TO COPING EFFECTIVELY DURING AN EMERGENCY.

National Weather Service: <http://forecast.weather.gov/hazards/mpx>

Hamilton County County – Emergency Management:
<https://www.hamiltoncounty.in.gov/229/Emergency-Management>

EMERGENCY CONTACTS

Building management keeps a file of all emergency contacts for each Tenant in a confidential file should the need arise to contact a Tenant during or after business hours. Prior to move-in, please fill out the "Tenant Information/Emergency Contact" provided. We require Tenants to designate at least two employees as emergency contact and provide us with these employees' names, titles, email addresses, work, home and cellular telephone numbers. It is the Tenant responsibility to provide correct and up-to-date information to building management. In the event of personnel change, please make certain you provide any updated information to the building management office as quickly as possible. In any threatening situation involving fire, and/or requiring the attention of the police, rescue, or ambulance, call 911 as soon as it is safe for you to do so. Then contact building management to report the situation.

BUILDING MANAGEMENT NOBLESVILLE PREMIUM PROPERTIES (317) 770-2274

LOCAL AUTHORITIES

Fire Department (317) 770-5177 Police Department (317) 773-1300

EMERGENCY COMMUNICATIONS

During an emergency, building management's goal is to communicate first with those most immediately impacted, such as people who need to evacuate or seek medical treatment. Building management will utilize the building's webpage located on Property Direct to communicate updates and information, as well as by email and phone, when possible. The goal is to provide accurate and timely information to minimize rumors and restore order and confidence. The website can be located at www.thegordonbuilding.com

REPORTING AN EMERGENCY – PROCEDURES

In the event of an emergency, call 911 immediately or when safe to do so. 911 operators will dispatch the appropriate emergency personnel, police, fire, and/or ambulance. If one of the emergencies discussed in the following topics or any life-threatening emergency occurs at the property, after first contacting 911 services, immediately call building management at (317) 508-7593

- To report a medical emergency
- To report a fire
- To report or prevent a crime that has occurred or is about to occur

INCIDENT REPORTS

In the event of an accident, slip and fall of an employee, customer, or visitor and after you have followed the emergencies procedures listed in the following sections, please contact management to complete a Property Incident Report. All incidents must be reported promptly, even if the affected party makes assurances that he/she is uninjured and will not be taking any action. Prompt reporting of claims expedites claims by providing the insurance company the authority to investigate when memories are fresh, physical evidence can be preserved, and witnesses are still available. Keep one copy of the report and send one copy to building management.

BUILDING EVACUATION & EXITS

It is the responsibility of each person to know who their Tenant Emergency Response Team personnel are, and their alternates and they should be familiar with their respective evacuation plans and location of Tenant's Safe Area of Refuge, including alternate location. When in doubt, **ASK** now instead of waiting until an emergency occurs.

BEING PREPARED CAN SAVE LIVES.

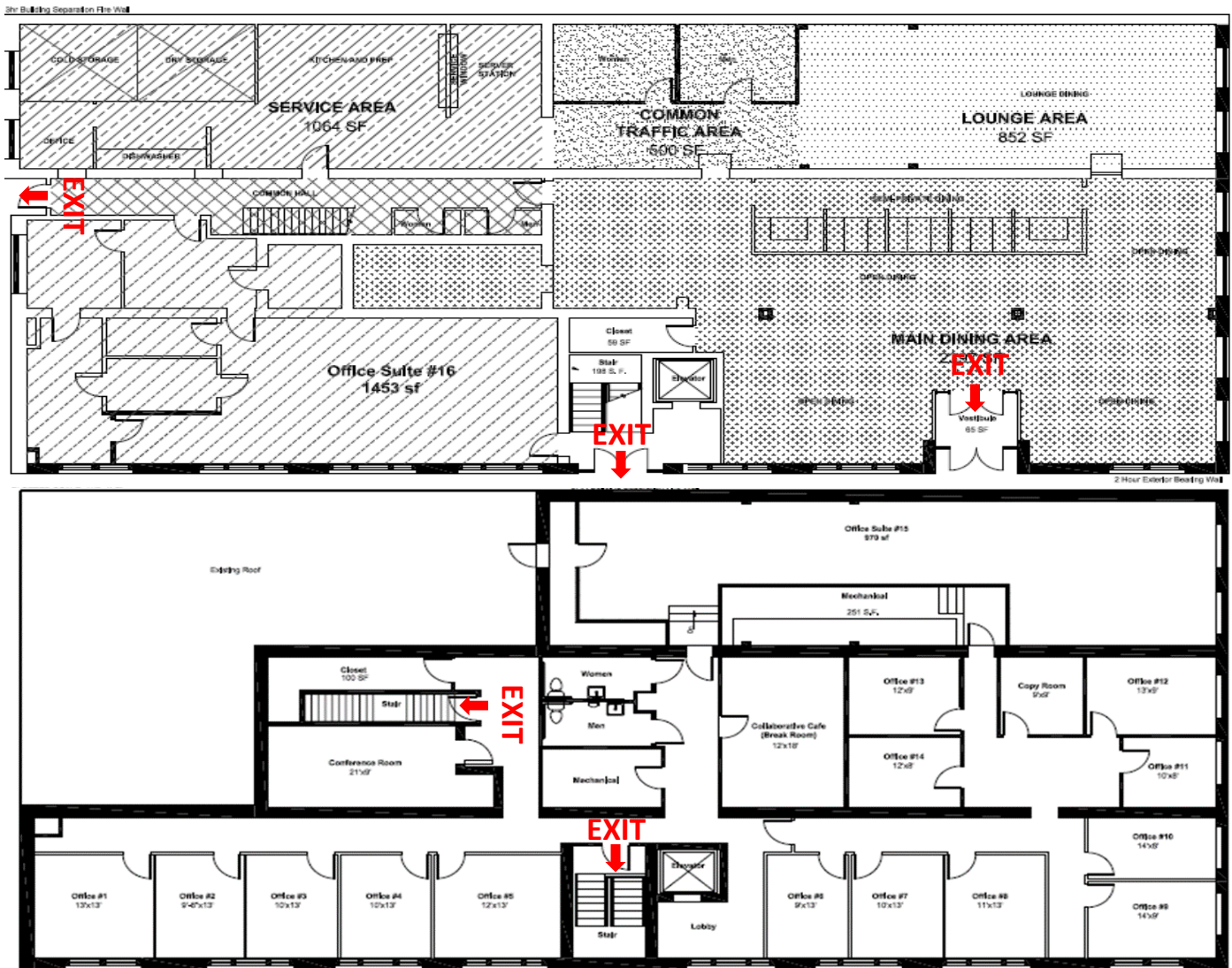
In the event a Building evacuation becomes necessary:

- If the alarm sounds or at the direction or emergency personnel, such as the police, fire or other official who may be on the scene to take charge, evacuate the building immediately.
- Remain calm and do not panic.
- Close office doors as you leave, but do not lock them. – Do not return to retrieve purses, personal or work belongings, cell phones, etc.
- Before departing, attempt to account for any co-worker, contractor or visitor that may be in the restroom, break or conference rooms, or another office. – Report any missing to Tenant Warden when safe to do so.
- Always **LISTEN** for directions on evacuations because your primary exit route may not be safe.
- Form a single file evacuation line and follow the building exit signs.
- When you approach a closed door, use the back side of hand to feel the door to see if it is hot. – If hot, **DO NOT OPEN IT.**
- **DO NOT** take the elevators. In an emergency, elevators will be available only to the fire department.
- Calmly and quietly proceed to your company's designated Safe Area of Refuge.
- Once you have assembled in your safe area, notify your team leader.

- Report any abnormal situation to Tenant Warden once you have evacuated and are safe.
- Wait to receive "All Clear" before re-entering the Building. Remember to keep fire exits free of debris, e.g., cardboard boxes, trash, and pallets.

IF THE ALARM SOUNDS, EVACUATE THE BUILDING IMMEDIATELY!

DO NOT call the building management to make inquiries. The phone lines must remain open to communicate with the fire department.



ACKNOWLEDGEMENT AND RECEIPT OF TENANT HANDBOOK

The signature below acknowledges tenant has received and will read the Tenant Handbook within 30 days.

Tenant Signature

Date

Printed Name