

CONTACT PERSON

Name (s) of individual (s) within your company responsible for decision making and on-going operation. We will also need their home phone numbers and addresses for our confidential file:

CONTACT NAME: _____ CONTACT NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE/ZIP: _____ CITY/STATE/ZIP: _____

HOME PHONE: _____ HOME PHONE: _____

SIGNAGE

Please list how your company name should read on the lobby directory, as well as the 9"x9" tenant identification plaque, which will be affixed to the wall adjacent to your suite door.

DIRECTORY: _____

TENANT PLAQUE: _____

KEYS

How many suite keys will be needed (six suite keys are issued at no charge, additional keys are \$2.20 each). Also, include the number of after hours building access cards you will need, and complete the attached form listing those names of personnel to whom these cards will be distributed (a \$20.00 fee will be deducted from your Security Deposit for each card not returned upon move-out).

of Suite Keys: _____ # of Access Cards: _____

MOVER

List the name of your moving company, contact name, phone number, and forward a Certificate of Insurance from them.

Moving Company: _____

Contact Name and Phone Number: _____

Movers to Contact for Quote

Advantage Moving & Storage – Ken Berg - (847) 658-3600

Boyer Rosene – Ben Callard – (847) 593-8700

Bekins Van Lines – Hillside – (708) 547-2000

INSURANCE

A Certificate of Insurance, as detailed in the Liability section of your lease.

All of the below should be named as Additional Insureds.

- TR Greenspoint, LLC (Owner)
- Lincoln Property Company Commercial, Inc. (Managing Agent)
- Aetna Insurance (Mortgagee)

And the Certificate Holder should be:

TR Greenspoint, LLC
c/o Lincoln Property Company
2800 West Higgins Road
Hoffman Estates, IL 60169

BUSINESS LICENSE

Please contact the Village of Hoffman Estates, Clerks Office, (847) 882-9100, to request the form be sent to you to apply for a business license.

EMERGENCY CONTACTS

TENANT: _____

ADDRESS: _____

SUITE: _____

EMERGENCY CONTACTS:

After hours emergency which necessitates management to contact tenant:

1) Contact Name: _____

Home Address: _____

City, State, Zip: _____

Home Phone #: _____

2) Contact Name: _____

Home Address: _____

City, State, Zip: _____

Home Phone #: _____

Note: This information is kept in a confidential file and will not be given to anyone.

BILLING INFORMATION

COMPANY NAME: _____

Please complete and return to Lincoln Property Company:

Will monthly rent be paid from local or corporate, and if corporate, list contact name, address, phone and fax numbers:

Should invoices for extra services be sent to local or corporate:

Please list local phone and fax numbers:

Phone: _____

Fax: _____

E-MAIL ADDRESS & COMPANY WEBSITE

Please provide the e-mail address for the person that will be responsible for on-site decision making

Name: _____

E-Mail: _____

Please let us know if you have a company website

Website Address: _____

FROM: LINCOLN PROPERTY COMPANY

RE: BUSINESS DESCRIPTION

Often times the management office receives inquiries as to what types of businesses are located in the building. In order for us to be more knowledgeable of your business function, please provide a short paragraph describing this.

Thank you for your cooperation.

Company Name _____ Suite # _____

Business Description:

FROM: LINCOLN PROPERTY COMPANY

RE: EMERGENCY EVACUATION PLAN

THE VILLAGE OF HOFFMAN ESTATES BOARD OF TRUSTEES PASSED ORDINANCE NO. 3429-2002, WHICH REQUIRES BUILDINGS EXCEEDING 50,000 S.F. IN SIZE TO SUBMIT AN EVACUATION PLAN TO THE VILLAGE.

INCLUDED WITHIN THIS REQUIREMENT IS THE NECESSITY TO FORM AN EMERGENCY RESPONSE TEAM. THIS WOULD CONSIST OF TWO FIRE WARDENS ON EACH FLOOR, AS WELL AS ONE OR TWO FIRE MARSHALLS FOR YOUR COMPANY (DEPENDING ON NUMBER OF EMPLOYEES):

FLOOR FIRE WARDENS -- REMAIN ON FLOOR AT DESIGNATED STAIRWELL EXIT UNTIL THE FIRE MARSHALLS HAVE REPORTED TO YOU THAT THEIR SUITE IS EMPTY. THE FIRE WARDEN WOULD THEN EXIT THE FLOOR AND REPORT TO THE FIRE COORDINATOR LOCATED AT THE EXIT ON THE FIRST FLOOR, THAT THEIR FLOOR HAS BEEN VACATED.

TENANT FIRE MARSHALL -- REMAIN IN SUITE UNTIL ALL EMPLOYEES HAVE VACATED, SHUTTING ALL DOORS AND REPORT TO THE FLOOR FIRE WARDEN AT THE STAIRWELL EXIT THE SUITE IS VACATED. EACH TENANT MUST APPOINT TWO FIRE MARSHALLS IN CASE OF ABSENCE.

AT YOUR EARLIEST CONVENIENCE, PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE VIA FAX (847) 884-4499.

TENANT NAME: _____

TENANT FIRE MARSHALLS: _____ (MAIN)

_____ (ALTERNATE)

FLOOR FIRE WARDEN:
(VOLUNTEER) _____

EMPLOYEE NAMES WHO
MAY NEED ASSISTANCE
EVACUATING: _____



Lincoln Property Company is pleased to announce that it is partnering with IMG Technologies as its exclusive riser management service provider.

IMG works with Lincoln Property Company to ensure that the telecom service at Greenspoint is reliable, efficient and secure. IMG provides a hassle-free way to upgrade or install new telecom service with a single call, and they are available for all low-voltage electrical requirements.

- In order to keep the riser system secure and to ensure there is adequate infrastructure available to handle all tenant requirements, it is *mandatory* that IMG assumes control of the riser closets and performs all vertical work in the property. This includes all cabling from the tenant demarcation point/server room to the building riser closet.
- IMG replaces the telecom provider's building installation fee with a lower, more competitive charge while keeping the integrity of the riser reliable and secure.
- IMG Technologies will provide Telecom Consulting Services for tenants like you. One call to IMG can help you to evaluate the different carrier services available in the building, and they are also able to implement telephone systems and other technology and connectivity needs for your office.
- Involving the IMG Technology Group will also enable us to manage every step of the installation process while holding all parties accountable for pricing, service levels, and implementation timeframes.

Please see the enclosed information for further details on IMG Technologies' services.

If you are facing any telecom decisions, **please contact the IMG Technologies Support Center at (888) 464-5520** to find out how IMG can assist you.

You can also their website at <http://www.imgtechnologies.com>.

Thank you.

CODE ENFORCEMENT
VILLAGE OF HOFFMAN ESTATES



1800 HASSELL ROAD
HOFFMAN ESTATES, ILLINOIS 60149-2006
847/892-9100 FAX 847/892-2021
EMAIL: hloffsta@mcn.com

INSTALLATION OF LOW VOLTAGE SYSTEMS

Industrial and Commercial

Installation of low voltage wiring shall conform to the following requirements:

1. All low voltage wire shall be supported from the building structure only. Note: This excludes all other piping systems such as electrical, plumbing, sheet metal ducts and fire suppression pipes.
2. All low voltage wire shall be secured with the wraps, bridle rings or approved hanger in a manner which prevents loose or sagging wires.
3. All low voltage wire shall be secured approximately every five feet (5').
4. All low voltage wire shall be installed in electrical metallic tubing in concealed spaces in a manner so that wire may be replaced. Note: This includes walls and inaccessible ceilings.
5. All low voltage wires shall be installed in trunk and branch system perpendicular to building.
6. All low voltage wires in plenums shall be rated for use in plenum areas and secured with plenum rated straps.
7. Permits shall be required for all low voltage installations. For example: Telephone, computer cable, fire alarm, sound system, signal system, security systems, etc.

I have read and understood the conditions as mentioned above, and recognize my responsibility to the performance of same.

FILE COPY

This is the Dept Code/Normal Condition Sheet Form/Low Voltage Conditions

RECEIVED FROM: VILL. HOFFMAN ESTATES

Tenant Responsibilities Prior to Occupancy

Various items must be completed prior to moving. A form is provided for you to complete and return to the Property Manager as soon as possible (Exhibit A):

1. Moving Procedures

In an effort to act in the best interests of the Tenant and to protect the property, the following information regarding movement of office furniture and equipment into or out of your building must be adhered to. Prior to any move, the Tenant must resolve the following with Management.

2. General Information

- a) Date of move.
- b.) Name of the moving company and the name of the moving supervisor for the moving company and Tenant.
- c.) **Proof of adequate insurance coverage by the moving company.**
- d.) **Freight car hours of use – Monday through Friday, 9am – 11:30am, 1pm-4pm and after 5pm.**

Moving Companies To Contact For Quote

Advantage Moving & Storage – Ken Berg - (847) 658-3600

Boyer Rosene – Ben Callard – (847) 593-8700

Bekins Van Lines – Hillside – (708) 547-2000

3. Special Requirements

The Lincoln Property Company on-site management should be advised in writing of any special requirements necessary for the move in.

When contracting your phone installation, the Village of Hoffman Estates electrical/wire installation requirements are as follows:

- a.) Non Teflon Cable used in ceiling must be in conduit.
- b.) Teflon cable used in ceiling must be hooked up every five feet.
- c.) All cable running down a wall must be in conduit.

Please be sure that the firm doing your phone work is made aware of these requirements. Any cost incurred to correct installation will be billable to the tenant.

4. Move In Hours

a.) Movers must contact the Management office to identify the moving company and the Tenant being moved before unloading any materials.

5. Clean-Up

Moving companies and Tenant will be responsible for leaving the building and premises clean by removing all cartons and other trash. Vendors are responsible for taking all boxes and packaging material with them when they leave. It is not to be put in the building dumpster.

6. Property Damage

Any and all damage to the building which the Tenant, moving company or its employees or agents cause will be the responsibility of the Tenant and will be invoiced by the Landlord.

The following section defines specific information to be brought to the attention of the mover. A copy of this section should be forwarded to any moving companies bidding on your move.

E. Instructions To Movers

1. General

The mover shall perform all services required to move furniture, office machines, records and supplies. Each employee of the mover shall be bonded and uniformly attired identifying the moving company name. These requirements shall be strictly adhered to in order to maintain the security of the premises at the discretion of the management.

2. Inspection of Premises

The mover shall be responsible for inspecting the Tenant suite prior to the move. The mover shall acquaint himself with the condition existing in the suite, so that he may furnish equipment and labor necessary to provide for the orderly, timely and efficient movement of furnishings and equipment. He shall acquaint himself with all available information regarding difficulties which may be encountered and the conditions, including safety precautions, under which the work must be accomplished.

3. Insurance

The mover shall provide and deliver Certificates of Insurance to Lincoln Property Company. at least ten (10) days prior to any move-in operation. All policies shall indicate that at least ten (10) days prior to written notice be delivered to Lincoln Property Company by the insurer prior to termination, cancellation or material change of such insurance. Management can refuse the mover access to Greenspoint if the limits provided on the Certificate of Insurance are not acceptable to Lincoln Property Company.

The mover shall, at the mover's sole cost and expense, obtain, maintain and keep in full force and effect the following types of insurance and shall provide management with an appropriate Certificate of Insurance naming **Lincoln Property Company Commercial, Inc. (Managing Agent), TR Greenspoint LLC (Owner), and Aetna Insurance (Mortgagee) as an additional insured.**

a. Workers Compensation/Employer's Liability

This insurance shall contain a waiver of subrogation rights against Lincoln Property Company from any liability resulting from possible accidents occurring to movers employees.

b. Comprehensive General/Liability Insurance

This insurance will cover bodily injury and property damage including, but not limited to, the following:

- 1) Premise and Operations
- 2) Products/Completed Operations
- 3) Broad Form Property Damage
- 4) Broad Form Contractual Liability
- 5) Personal Injury
- 6) Coverage for any Special Hazard or Operation.

c. Automobile Liability Insurance

This insurance will cover claims for bodily injury or property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicle.

d. Cargo Liability

e. Comprehensive Dishonesty Bond

4. Tenant/Mover Responsibility

The Tenant/Mover assumes full responsibility for any damage caused by the mover to doors, floors, or public corridors.

5. Services to be Furnished by Mover

- a. Supervision, Labor, Materials and Equipment - The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all services contemplated in an orderly, timely and efficient manner. Such equipment shall include, among other things, dollies, trucks, etc., as may be required. All materials handling vehicles used in the interior of the buildings must have rubber-tired wheels and must be maintained free from grease and dirt.
- b. Crating, Padding and Packing Material - The mover shall take every precaution by means of crating and padding to safeguard property from damage. All padding and packing materials are to be removed by the mover. The mover shall also furnish necessary floor coverings wherever necessary to protect the building from damage.
- c. Permits, Franchises, Licenses or Other Lawful Authority - The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed. Before the move is made, the mover may be required to produce evidence of such authorities to management.