

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

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)
- LPC Realty Advisors I, LP (Landlord's Manager)
- Lincoln Property Company Commercial, Inc. (Managing Agent)
- Voya Investment Management LLC (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 at (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:

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 MARSHALS FOR YOUR COMPANY (DEPENDING ON NUMBER OF EMPLOYEES).

FLOOR FIRE WARDENS – REMAIN ON FLOOR AT DESIGNATED STAIRWELL EXIT UNTIL THE FIRE MARSHALS 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 MARSHAL – REMAIN IN SUITE UNTIL ALL EMPLOYEES HAVE VACATED, SHUTTING ALL DOORS AND REPORT TO THE FLOOR FIRE WARDEN AT THE STAIRWELL EXIT THAT THE SUITE IS VACATED. EACH TENANT MUST APPOINT TWO FIRE MARSHALS IN CASE OF ABSENCE.

AT YOUR EARLIEST CONVENIENCE, PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE.

TENANT NAME: _____

TENANT FIRE MARSHALS: _____ (MAIN)
_____ (ALTERNATIVE)

FLOOR FIRE WARDEN: _____ (MAIN)
_____ (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 Office Park 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.

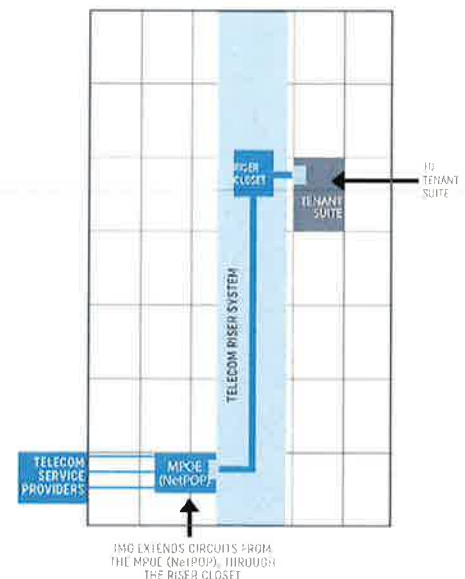


When to Call IMG Technologies

IMG Technology Support: **888-464-5520** | imgsupport@img-connect.com

Tenant:	What to expect from IMG
Order Service	<ul style="list-style-type: none"><input type="checkbox"/> Answer tenant questions about available on-net carriers/services<input type="checkbox"/> Provide competitive, no-obligation quotes from carriers<input type="checkbox"/> www.img-connect.com/img-connect2.html
Install Service	<ul style="list-style-type: none"><input type="checkbox"/> Provide carriers IMG's Contact Information (Voice, Data, Internet & Cloud Service)<input type="checkbox"/> Site survey<input type="checkbox"/> Submit bid for approval<input type="checkbox"/> Upon approval, schedule and complete
Remove Service	<ul style="list-style-type: none"><input type="checkbox"/> Site survey<input type="checkbox"/> Submit bid for approval<input type="checkbox"/> Upon approval, schedule and complete

IMG is the only vendor allowed to add or remove voice, data, internet, and cloud service from the building's main telecommunications equipment room (MPOE/NetPOP) to your suite.





SERVICES AVAILABLE

FOR TENANTS

Circuit/Demarc Extensions

IMG is the only vendor allowed to add or remove voice, data, internet and cloud service from the building's main telecommunications equipment room (MPOE/NetPOP) to your suite.

IMG Connect

One Stop Shopping for voice, data, internet and cloud services. IMG can also review invoices of existing services.
www.img-connect.com

Audio & Video Conferencing

IMG installs conferencing solutions that include; chat, collaboration and webinars, in conference rooms, huddle rooms and more.

Technology Solutions

IMG can assist with IT services such as; Cloud Back-up and Disaster Recovery, Managed Services, SD-WAN and Security.

Troubleshooting and Repairs

Technology support for tenant requests.



Connectivity just got easier.

IMG connect

One-stop shopping for Voice, Data, Internet and Cloud services.

Get competitive, no-obligation quotes from providers — plus expert advice about your options.

Enter your request at [IMG Connect](http://img-connect.com).*

Answer a few questions about your service needs. An IMG representative will contact you to confirm information.

* www.img-connect.com/img-connect

Or contact IMG Technology Support at 888.464.5520 or at imgsupport@img-connect.com

Receive quotes efficiently.

You will receive multiple quotes from available providers.

Choose your plan and place your order.

IMG can answer questions about your options, so you can make the best choice for your business.

Installation of Low Voltage Systems



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631
www.hoffmanestates.org/permits

Permit Procedure:

- Complete and sign a *Building Permit Application*.
- All contractors must be registered, licensed and bonded accordingly.
- Provide copy of contract or complete detailed *Scope of Work* and the plan.

Wiring Requirements:

- All low voltage conductors shall be installed in a neat and workmanlike manner and shall not block access to equipment or ceiling areas. All conductors shall be bundled and run perpendicular to the building walls.
- Cables shall be supported from the building structure only, and shall be secured with wraps, bridle rings or approved hangers in a manner that prevents loose or sagging wires. Electrical and plumbing pipes, sheet metal ducts, fire suppression pipes, roof decking, etc. shall not be used to support wiring.
- All cables shall be installed in conduit in concealed spaces (walls and inaccessible ceilings) in a manner so that wire may be replaced.
- Cable installed in plenums shall be type CMP cable or be CMR, CMG, CM or CMX cable installed in plenum approved communications raceway and secured with approved straps (smoke developed index of 25 and flame spread rating of 50). Up to 4 feet of CMP may be run through ducts used for environmental air.
- Remove abandoned cables. Tag future use cables.
- Fire-stop penetrations made in fire-rated walls, floors, and ceilings.
- Communications cables installed within buildings must be listed, unless the length of the cable from its point of entrance does not exceed 50 ft.
- In structures with Intersystem Bonding Termination (IBT). The bonding conductor for the primary protector and the metallic sheath of communications cable must terminate to the IBT.

Inspection:

- When completed, a final inspection is required.
 - Call Code Enforcement at (847) 781-2631 to schedule an appointment.
-

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

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.