

NORTHVIEW CENTRE

2201 Midway Road, Ste 100 Carrollton, TX 75006 Tel 972- 991-5654 Fax 972-991 2890

Thank you for choosing or considering Northview Centre for your new business address. The following is a synopsis of the rules and regulations for tenancy at our business campus:

New Tenancy Requirement: Completion an Application for Tenancy & Authorization to run Credit Check form.

Move In Costs: At lease signing the Tenant is required to pay the first month rent plus a security deposit.

City Requirement: The City of Carrollton requires all new businesses to obtain a Certificate of Occupancy (*Note:* Common area suites in 100/108 (only) are covered under a universal Executive Suites Certificate. The Management Office will assist all others in completing and processing their Certificate of Occupancy application.

Insurance Requirement: Northview Centre requires that all tenants carry Commercial General Liability Insurance.

Doors & Keys: All Tenants have 24/7 access to their suite. Tenants receive two suite keys (*Note: Any future office rekeying must be done through the management office so it is compatible with the master key*). For Tenants in Suite 100/108 only: The front security door is open to the general public from 8:00 AM until 5:00 PM Monday through Friday. Tenants have off-hour access to their suite via an assigned security fob. Rear exit emergency doors are located in the vending area of Suite 100/108 and must remain locked at all times.

Signage: Tenants in Suites 100 or 108 receive a common area hall sign next to their office door and a posting on the lobby directory. All tenants with a private outside entrance receive a small exterior column sign outside the Suite door. Tenants in Building Two and Three (except Suites 209, 212, 228 & 304 due to limited visibility) receive a 4' X 8' fascia sign using complex standards. No other signage is permitted without Landlords written consent.

Mail: Tenants in Suite 100/108 have individual mailboxes and an outgoing 'letter size' mailbox located in the entry. All other Tenants with private outside entrances have their mail delivered and picked up in their Suite.

Janitorial Service: Provided in all common areas of Suite 100/108. Tenants are responsible for such service within their Suite. Three dumpsters are located in the rear of building three with accessed from the West end of the property on Earhart or off the Southbound lane of Midway Road. All loose trash must be bagged and placed inside the dumpster (anything outside the dumpster will not be picked up). We can provide the name of our Janitorial service should a Tenant be interested in getting a bid for personal janitorial service inside their Suite.

Thermostats: Building One has security-coded programmable thermostats programmed for optimum comfort level for the majority. *Note: We maintain an "Occupied" comfort setting from 6:30 am until 7:00 pm Monday through Friday and 8:00 am until 5:00 pm on Saturday. All other times the system reverts to an "Unoccupied" setting of 80 degrees (cooling) or 65 degrees (heating).* Attempting to change the thermostats without the security code could cause a complete zone shut-down until the security code is reset. Thermostats in Building Two and Three are located within the individual suites and controlled by the tenant.

Smoking Policy: All buildings within the Northview Centre complex are designated non-smoking.

Parking Policy: Parking at Northview Centre is intended for Tenants and guests only. Towing (at vehicle owner expense and liability) is enforced for any violations to our vehicle parking policies (posted at each entrance).

Solicitation Policy: Northview Centre has a strict No Soliciting policy. 'No Soliciting' signs are posted at every public entrance. In accordance with the City of Carrollton Ordinance 2616, solicitors are not permitted to enter any building so posted.

Changes or Modifications: Tenants are prohibited from making any changes or modifications to their suite or the building without Landlord written permission. This includes built in shelving and/or additional wiring.

Prohibited Use: Tenants may not use or install ranges, dishwashers, hot plates, candles, or equipment with open flames. The following items are expressly prohibited in Suite's 100/108: Space heaters, cooling units (other than fans), full size refrigerators, microwave ovens (available in vending area), coffee makers, or any specialized equipment requiring dedicated circuitry.

Occupancy: Tenants must strictly adhere to both the number of occupants and the business purpose listed on the Application for Tenancy Form.

Business Environment: Northview Centre aggressively enforces a strict business protocol. We do not tolerate any activity or behavior that we consider to be an infringement or nuisance to other tenants.

No Pet Policy: Northview Centre enforces a no pet policy including emotional support animals. We do permit registered leashed or harnessed service animals as recognized under title II and III of the ADA.

New Phone Service: Tenants may utilize their provider of choice by calling the customer service number and arranging line activation in the phone room.

High Speed Internet Options: We have two hard-wired Internet suppliers with multi-tiered options.

- **LightSpar** hard wired fiber optic Internet options. VOIP phone service can be bundled in. Call (972-774-0500) for detailed rates and information.
- **Charter Spectrum (formerly TWC)** Two levels of Internet service (Coax or Fiber Optic cable. Either can be bundled with phone or TV service. No contracts required. Northview Sales Representative Contacts:
Coax: Henry Jaquez - Cell 214-769-5545 - Office 972-537-5427 - e-mail henry.jaques@Charter.com
Fiber: Cynthia Gokoo - Cell 469-464-4212 - Office 469-464-4212 - e-mail Cynthia.gokoo@charter.com.

Rent: Rent is due on the first day of each month and is late on the second. Checks must be mailed directly to a Bank Lock Box (*payment cannot be accepted in the Leasing Office*). Tenant must allow sufficient mail lead-time to meet the rent due date. We grant a five-day grace period before assessing a late payment penalty. Tenants receive a detailed Rent Payment/Late Fee/Lock Out Policy form for review and signature as part of the Leasing Package.

If you elect to join the Northview Centre team I look forward to a long and pleasant professional relationship with you. Please do not hesitate to call me at 972-991-5654 with any questions or concerns.

Sincerely,
Bruce Smith
Property Manager

Tenant Endorsement (required as part of new application packet only):

This is to confirm that I have received, understand, and will adhere to all the rules and policies outlined in this letter.

Tenant Signature _____ **Date** _____

Disclaimer: This synopsis of rules, regulations and policies is an overview of the most common FAQs. This is intended to clarify rather than modify or change any of the terms stated in the "Lease Agreement" which is the governing document. You are advised to read the "Lease Agreement" in its entirety and not rely solely on this synopsis.