FlexShops
SMALL BUSINESS SPACES

Welcome Book

(Houston, TX)

Pre-Move-In Checklist

*MANDATORY PRIOR TO MOVE-IN

- [ ] **Pay full security deposit on signing and first month's rent in the Tenant Portal (page 3)**

- [ ] **Set up electricity with the provider of your choice prior to move in as electricity will be turned off. If you opt to go with TXU, our contact, Terri at 972.232.8471 can help get you set up.**

- [ ] **Contact Insurance Agency**

  Use any insurance agency of your choice. Below are some agencies we've used:
  - Caden Potts at Allstate (435) 557-4886, cadenpotts@allstate.com (EN/ES)
  - InsuranceBee (No Auto) Giselle Negron, 978.344.4228, giselle@insurancebee.com (EN/ES)
    Please use this link **InsuranceBee-FlexShops** to apply
  - Next Insurance, nextsinsurance.com

- [ ] **Submit required Certificate of Insurance* in the Tenant Portal for approval**

  See Article 12: Insurance in the lease addendum as a reference
  - Share the example of "Certificate of Liability Insurance" with your broker (page 4)
  - Insured must be your name or company name listed in the lease.
  - The Address of Insured is the property address and unit # of the leased space
  - The Additional Insured/Certificate Holder must be listed as

FlexShops Management, LLC & WorkBay, LLC
and <Park Name>, LLC
PO Box 61
Draper, Utah 84020

***Tenants are given 30 days to obtain the required insurance as stated in the lease.**
Failure to do so will result in a monthly $300 fine.

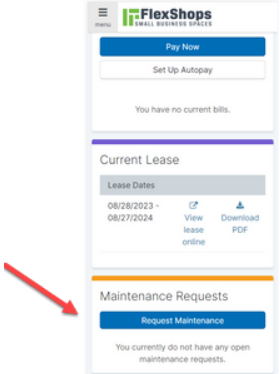
*Additional Information

- [ ] **Obtain appropriate state and city licenses**
  - Ensure all necessary permits are in place with city, county, and state requirements ie. Hazardous waste, storage of hazardous chemicals, automotive, etc.

- [ ] **Signage**
  - Please do not purchase/install signage until you discuss options with the Property Manager

- [ ] **Improvements/modifications/alterations request**
  - Submit a maintenance request in your Tenant Portal

- [ ] **Additional keys request**
  - Submit a maintenance request in your Tenant Portal



- [ ] **Read the Park Rules (pages 5-6)**

Lease Payment Options

All lease payments must be made through the Online Tenant Portal. The Property Manager will NOT accept any payment. An activation link to set up the portal was sent to your email. You can access your portal with the AppFolio Online Portal app or website www.FlexShops.com to pay all rent and charges.

PAYMENT TYPES

There are several ways to pay the monthly lease.

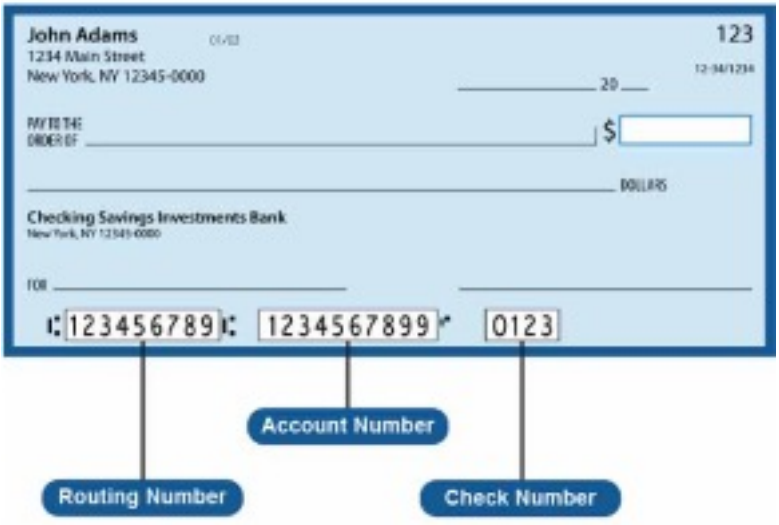
- eCheck ($2.49) **Recommended Least Expensive Option**
  *Monthly
  *AutoPay **balance** to avoid late fees
- Credit or Debit card (fees apply)

MAKE A PAYMENT

Echecks and credit/debit card payments can be made via the Tenant Portal.

1. Login to the Tenant Portal via the AppFolio app/website
   *(use the email/password previously used to sign the lease.)
2. Choose Pay Now to make a one-time payment with
   *eCheck or credit/debit card
   *insert card information and then the amount
3. Choose Set Up Autopay for automatic, on-time payments.

- Account holder first and last name must match the first and last name on the bank account.
- Provide the bank routing number, account type, account number. If you don't have a physical check, call your bank for this information.
- Choose to pay the balance instead of a set amount to eliminate late fees



Insurance Requirements

Please reference Section 12 of the Lease Addendum

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

The Insured must match the name or company on the lease. The address MUST include the property street and UNIT #.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [ ] LOC OTHER:	X	X	Required minimums per lease			EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY [X] HIRED AUTOS ONLY SCHEDULED AUTOS [X] NON-OWNED AUTOS ONLY	X	X	If needed			COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB EXCESS LIAB DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N [Y]	N / A	X	Required if employees work onsite		[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	Minimum Set by State
	X-marks above per lease							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Description of the type of business/use you'll be doing in the unit.

PLEASE ADD:

CERTIFICATE HOLDER and OWNER as additional insured

CERTIFICATE HOLDER

PLEASE ADD:
FlexShops Management, LLC & WorkBay, LLC
and <park name>, LLC
PO Box 61
Draper, Utah 84020

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Park Rules

BE GOOD NEIGHBORS

Please be mindful of others, including adhering to the park rules. Keep your business areas clean. Do not leave boxes, pallets, supplies outside of your units. This will keep CAM costs down.

NO SMOKING BUILDING

Tenant shall not permit smoking or vaping on or within the Premises at any time.

LODGING

No lodging or sleeping is authorized in the premises or any common areas in the building.

PETS

No pets of any kind are allowed. Because this is a commercial project, with various industrial and commercial activities, dogs and other pets are not allowed under any circumstances. Tenant shall pay Landlord a $500 fine for each violation of this provision.

GARBAGE/DUMPSTER

- Break down boxes prior to throwing in the dumpsters so there is space for additional trash
- Do not leave trash in the area around/outside of the dumpsters
- The following items are prohibited:
    - Paint
    - Pallets
    - Tires
    - Concrete
    - Barrels
    - Fencing
    - Landscape Materials
    - Furniture

PARKING

- Tenants shall adhere to all posted signs and park in designated parking areas.
- Parking is limited to legal parking within the size of the parking stall.
- Landlord is not responsible for any damage to vehicles, injury to persons or loss of property. All risks are assumed by the person using the parking areas.
- As stated in your lease, Tenant shall have the right to use only the parking stalls that are immediately adjacent to the entrance of the Premises.
- Tenant shall not park or store overnight any vehicles in the common parking areas or common areas of the Project.
- Landlord or its representative shall have the right to tow away any vehicles that are parked in violation of this provision. Tenant shall be fully responsible for all towing charges and other costs to recover the towed vehicle. The parking lot will be patrolled during the hours of 11:00 PM and 5:00 AM.

Park Rules Continued

Park Rules

CARE AND MAINTENANCE OF PREMISES

- Tenant shall make all needed repairs and replacements as stated in the lease. Without limiting the scope of the previous sentence, it is understood that Tenant's responsibilities include the repair and replacement of:
  - all lighting, heating, air conditioning
  - all plumbing and other electrical, mechanical and electromotive installation, equipment and fixtures
  - all utility repairs in ducts, conduits, pipes and wiring, and any sewer stoppage and plumbing repairs for such items located in, under and above the Premises or that are exclusive to the Premises.
- Tenant shall keep the Premises (and, as applicable, sidewalks, service-ways and loading areas adjacent to or used with the Premises) neat, clean and free from dirt, rubbish, ice or snow at all times. This will reduce additional CAMs charges.
- Tenant shall store all trash and garbage within the Premises, or in a trash dumpster
- Receiving and delivery of goods and merchandise and removal of garbage and trash shall be made only in the manner and areas prescribed by Landlord.

REPAIRS OF IMPROVEMENTS

Tenant shall comply with all building parking rules and regulations established by Landlord and modified from time to time for the benefit of the common tenancy. Tenant shall be responsible for enforcing the building's parking policies with its employees, visitors and customers.

NO EXCESSIVE NOISE OR ODORS

Tenant shall not use the Premises or conduct any activities therein which include or cause excessive noise, or which otherwise interfere with the business activities or uses of other tenants occupying other spaces within the Building in which the Premises are located.

Tenant shall not permit any objectionable noises or odors to emanate from the Premises; nor take any other action or engage in any activities which would constitute a nuisance or would disturb or endanger other tenants of in the building;

NO IMPROVEMENTS OR ALTERATIONS

Tenant shall not make any structural alterations, additions, or improvements to the Premises without the prior written consent of Landlord, which consent may be withheld in Landlord's sole and absolute discretion. Please submit improvement/alterations as a maintenance request in your Tenant Portal.

Park Violations & Fees

Parking Lot

$50 per parking violation per day
$50 a day for any work or storage of items outside the unit
$200 per car per day for non-running/disassembled vehicles
$150 per parking stall for oil stains

Trash

$50 a day for large items left outside the unit
$100 per item left by the dumpster
$200+ per piece of furniture left by the dumpster
$200 per tire
$500 for fluid dumping (oil barrels, buckets, etc.)

Distrubances

$200 Noise Disturbance
$100 Noxious Fumes, Smells or Dust including but not limited to smoke, marijuana, vaping, primer, paint, epoxy, etc.
$300 Parties or large gatherings without written landlord permission
$50 per pet per day

Other Violations

$300 Failure to provide insurance
$300 Locks changed without written landlord permission