



# Welcome Book

(Springville, Utah)

# 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)**

**Obtain Insurance**

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)
- Matt Wood at Insur-West, (801) 939-9659, matt@insur-west.com (EN/ES)
- Next Insurance, nextsinsurance.com (online)

**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

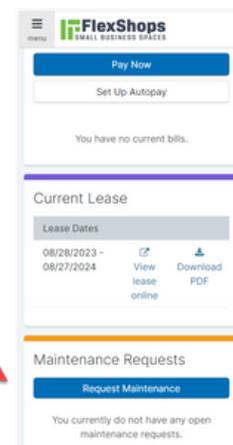
**Improvements/modifications/alterations request**

- 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](http://www.FlexShops.com) to pay all rent and charges.

## PAYMENT TYPES

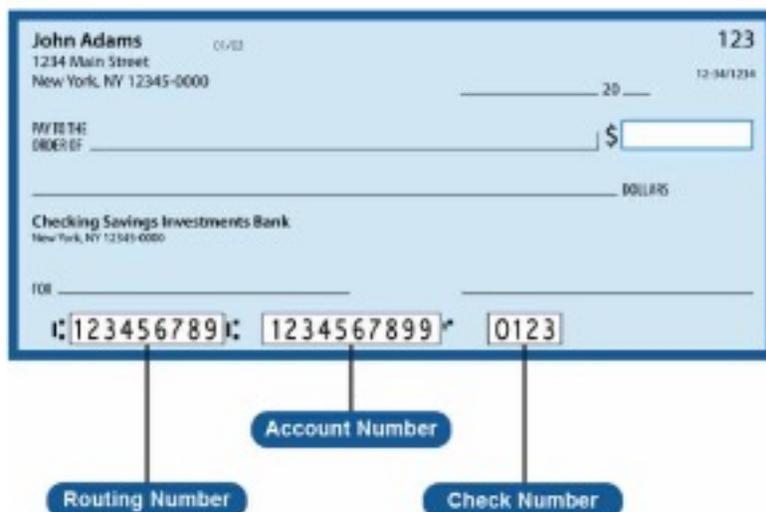
There are several ways to pay the monthly lease.

- 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



The diagram shows a check form with the following fields and labels:

- Routing Number:** 123456789
- Account Number:** 1234567899
- Check Number:** 0123

Other fields on the check include: John Adams (payee), 1234 Main Street, New York, NY 12345-0000 (address), 123 (amount), 12/31/2018 (date), and Checking Savings Investments Bank (bank name).

# Insurance Requirements

Please reference Section 12 of the Lease Addendum



## 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 #         |
| INSURED  | INSURER A:                    |                |
|          | INSURER B:                    |                |
|          | INSURER C:                    |                |
|          | INSURER D:                    |                |
|          | INSURER E:                    |                |
|          | INSURER F:                    |                |

**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  |  |   |
|----------|---|-----------|----------|------------------------------------|-------------------------|--|---|--|---|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GENL AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | X         | X        | <b>Required minimums per lease</b> |                         |  | EACH OCCURRENCE \$ <b>1,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b><br>MED EXP (Any one person) \$ <b>5,000</b><br>PERSONAL & ADV INJURY \$ <b>1,000,000</b><br>GENERAL AGGREGATE \$ <b>2,000,000</b><br>PRODUCTS - COMPI/OP AGG \$ <b>2,000,000</b><br>\$ |  |   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY  | X         | X        |                                    | <b>If needed</b>        |  |   | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |           |          |                                    |                         |  |   |  | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      |                                    |                         | <b>Required if employees work onsite</b> |   |  | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br><b>Minimum</b><br>E.L. EACH ACCIDENT \$ <b>Set by</b><br>E.L. DISEASE - EA EMPLOYEE \$ <b>State</b><br>E.L. DISEASE - POLICY LIMIT \$ |
|          | <b>X-marks above per lease</b>  |           |          |                                    |                         |  |   |  |   |
|          |   |           |          |                                    |                         |  |   |  |   |

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**

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br><p><b>PLEASE ADD:</b><br/> <b>FlexShops Management, LLC &amp; WorkBay, LLC</b><br/> <b>and &lt;park name&gt;, LLC</b><br/> <b>PO Box 61</b><br/> <b>Draper, Utah 84020</b></p> | <b>CANCELLATION</b><br><br><p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> |
|---|---|

# Park Rules

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## 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

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## 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

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## 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.)

## Disturbances

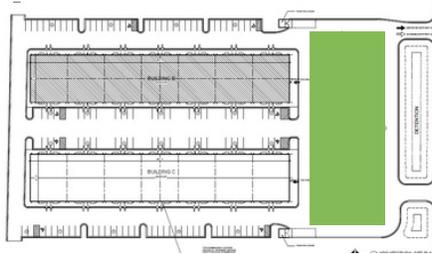
- \$200 Noise Disturbance
- \$100 Noxious Fumes, Smells or Dust including but not limited to smoke, marijuana, vaping, primer, paint, epoxy, etc.
- \$300 Parties or large gatherings without written landlord permission
- \$50 per pet per day

## Other Violations

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

# Tenant Signage Guidelines

## **BUILDING A**



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## **SUBMITTAL TO LANDLORD**

Prior to sign fabrication and installation, each Tenant must submit a maintenance request, via AppFolio, to the Landlord for approval a digital PDF of detailed design and shop drawings including the following:

- Elevation of storefront illustrating the proposed sign design and all dimensions as they relate to the storefront elevation of Tenant's premises; fully dimensioned and scaled shop drawings. Sign elevation must be rendered in color and must specify exact dimensions (including line spacing), font, copy, layout, materials, colors, method of attachment, as well as all sign area square footage calculations in compliance with this criteria.
- Approval or disapproval of sign submittal will remain the sole right of the Landlord or his/her chosen representative. If submittals are disapproved, then Tenants must submit revised plans until Landlord's approval is obtained.

Approved signage vendor shown below must be used to fabricate and install exterior Panel Signs.

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## **LANDLORD CONTACT**

FlexShops  
PO Box 161  
Draper, UT 84020  
801.528.4700

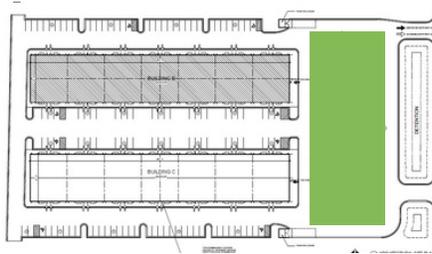
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## **SIGN VENDOR CONTACT**

Timpanogos Custom Signs  
933 East 1910 South, Suite 100  
Provo, UT 84606  
info@timpsigns.com  
801.734.7359

# Tenant Signage Guidelines

## BUILDING A



## APPROVAL & COMMENCEMENT

Tenant and or sign vendor will not be permitted to commence installation of exterior signage unless all of the following conditions have been met:

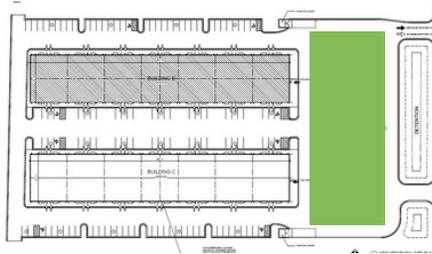
- Set of final drawings reflecting the Landlord's approval must be obtained by Tenant.
- The Landlord must receive the sign vendor's Certificate of Insurance and Business License.
- The Landlord must receive and approve the sign vendor's schedule for installation of signage.

Modifications:

In the event Tenant wishes to change his/her exterior sign anytime during the term of its lease, then Tenant must comply with the requirements set forth herein and any future modifications, revisions or changes which have been made to the criteria for the property after the execution of his/her lease agreement.

# Tenant Signage Guidelines

## BUILDING A



## PANEL SIGN SPECIFICATIONS

Tenants in Buildings A have a designated area at the front of building for a 4' x 9' panel sign to be affixed to existing mounts provided by Landlord. Signs are located on wall above each entry. See designated area shown with red dash in image below.

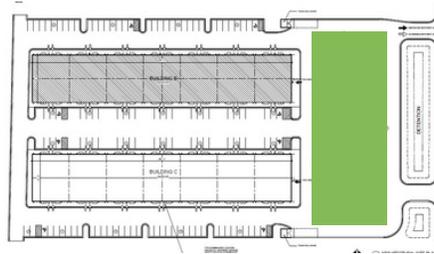
If Tenant leases two or more adjacent suites, they are allowed one large 4'-0" x 20' panel sign instead of multiple smaller 4' x 9' signs. Panel sign to be affixed to existing mounts provided by Landlord.

Signs must have a standard background color: Matthews Paint, MP00547 Mudstone, glossy. Any and all graphics including text and icons to be in the color white only and to be set within the boarder of the panel sign by in minimum of 6" from all edges (see next page for specification details). Signs are to be illuminated by existing light fixtures, provided by Landlord. No additional lighting including internally-lit panel signs are permitted.

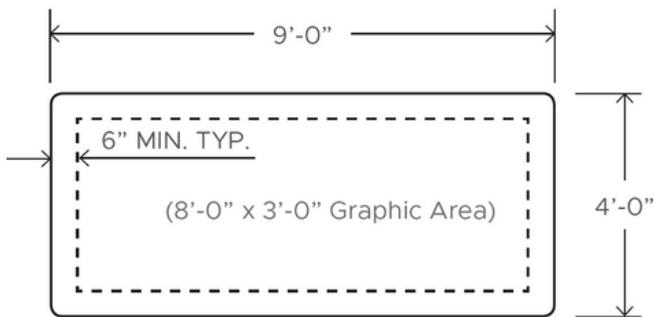


# Tenant Signage Guidelines

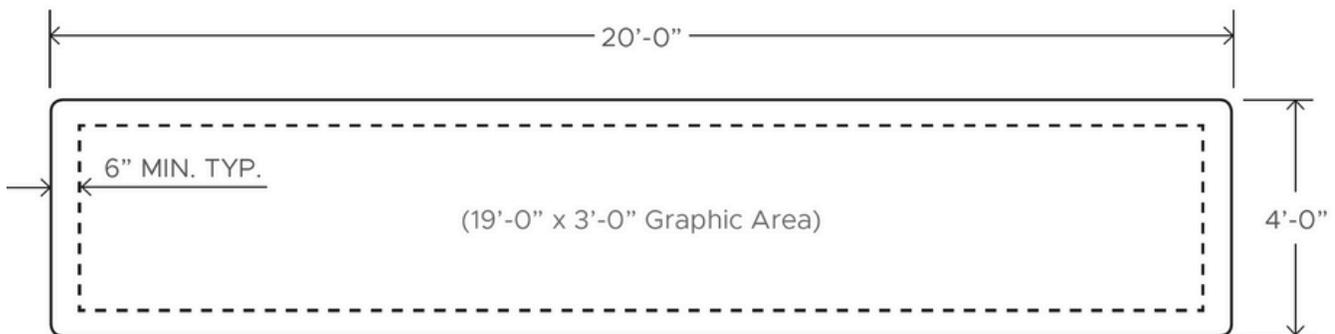
## BUILDING A



### PANEL SIGN DETAIL - 4' X 9'

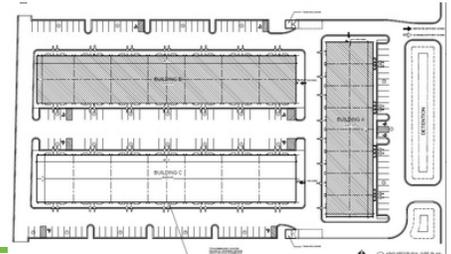
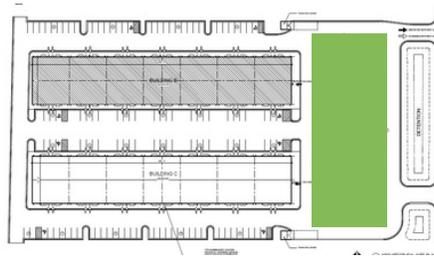


### PANEL SIGN DETAIL - 4' X 20'



# Tenant Signage Guidelines

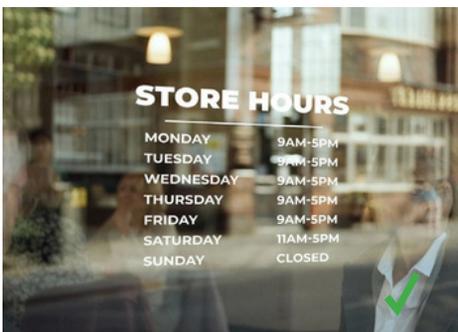
## BUILDING A



## WINDOW SIGN SPECIFICATIONS

Tenants are allowed vinyl film window graphics on windows and doors, but are limited to up to 30% of the specific window area for graphics. Window graphics are not allowed on the upper windows, above the transom structure. Window graphics should only contain business name, secondary copy pertaining to business services, hours of operation or just graphics. Business name / logo may be allowed to span across adjacent windows as necessary. No sales events or messages, not pertaining to business name or services, will be allowed. Landlord reserves the right to review content and design prior to application.

See photos of acceptable and non-acceptable examples below.

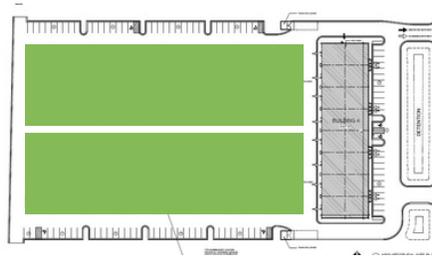


✓ Acceptable

✗ Not Acceptable

# Tenant Signage Guidelines

## BUILDINGS B & C



### PANEL SIGN SPECIFICATIONS

Tenants in Buildings B & C have a designated area for a 24" x 24" panel sign to be affixed to existing mounts provided by Landlord. The signs are located near the maIn-door entry as shown by red dashed area below.

Background of the sign may be a "white" ACM Panel. The graphics including text and icons can be 1 color cut vinyl of the Tenant's choosing. All cut vinyl graphics, but must be within the boarder of the sign by 3" on all sides (see next page for Panel Sign Detail).

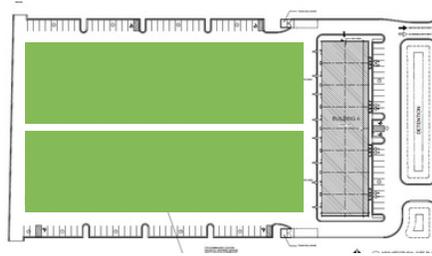
No other tenant signs are permitted for Buildings B & C. No additional lighting is permitted.

Exceptions are made for businesses with mandatory signage requirements i.e.,w car dealers. Size and location to be approved by Landlord before installation.

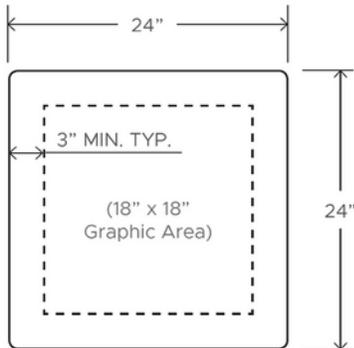


# Tenant Signage Guidelines

## BUILDINGS B & C



## PANEL SIGN DETAIL



## LANDLORD CONTACT

FlexShops  
PO Box 161  
Draper, UT 84020  
801.528.4700

## SIGN VENDOR CONTACT

Timpanogos Custom Signs  
933 East 1910 South, Suite 100  
Provo, UT 84606  
info@timpsigns.com  
801.734.7359