



Welcome Book

(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) 577-4886, cadenpotts@allstate.com (EN/ES)
- Matt Wood at Insur-West, (801)939-9659 matt@insur-west.com (EN/SP)
- 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 i.e. Hazardous waste, storage of hazardous chemicals, automotive, etc.

Signage

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

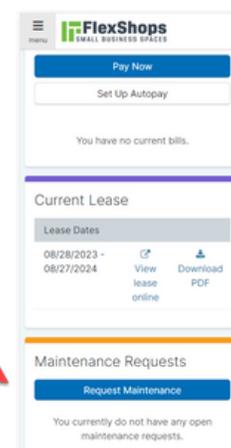
Improvements/modifications/alterations request

- 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.WorkBay.com to pay all rent and charges.

PAYMENT TYPES

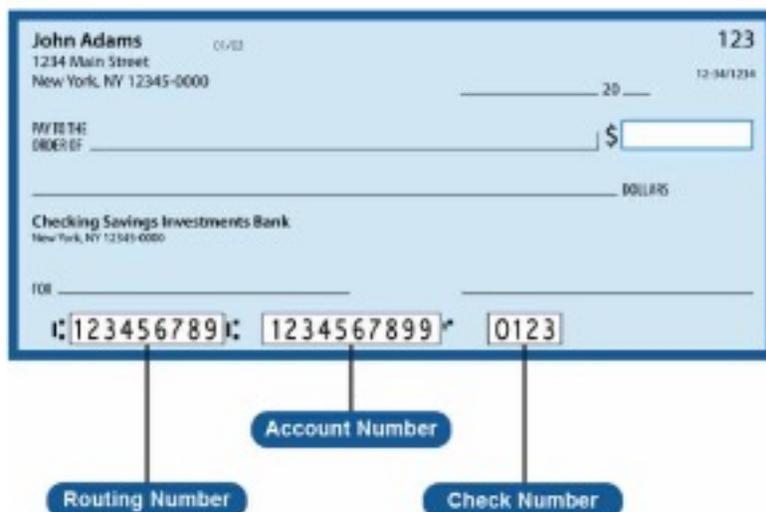
There are several ways to pay the monthly lease.

- 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 from John Adams, 1234 Main Street, New York, NY 12345-0000. The check number is 123. The routing number is 123456789, the account number is 1234567899, and the check number is 0123. Labels with arrows point to these fields: Routing Number (123456789), Account Number (1234567899), and Check Number (0123).

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

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.)

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

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.

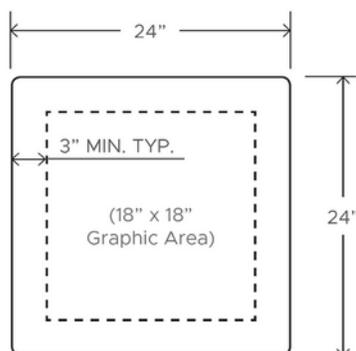
Background of the sign may be a "white" ACM Panel. The graphics including text and icons can be 1 color cut vinyl of the Tenant's choosing. All cut vinyl graphics, but must be within the boarder of the sign by 3" on all sides (see next page for Panel Sign Detail).

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.



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