

To: The Tenants of Garden City Plaza
Re: Tenant Deliveries/Moves

ANY DELIVERIES OR MOVES THAT DO NOT STRICTLY ADHERE TO THESE RULES WILL BE HALTED BY BUILDING SECURITY.

- 1) We define a move or a delivery as anything being brought to the building that cannot be moved by one person in one elevator trip with another passenger in the elevator. This excludes UPS, Fedex, US Postal Service, DHL and other like delivery services.
- 2) All moves and deliveries must be scheduled with our office at least 3 business days before they are to occur.
- 3) All deliveries and moves must occur before 8:30AM or after 6PM on weekdays or 7:00AM-1:30PM on Saturday. **NO DELIVERIES WILL BE ALLOWED DURING BUSINESS HOURS UNDER ANY CIRCUMSTANCE.**
- 4) Should additional security be required for a tenant move, you will be charged \$75 per hour for the additional security.
- 5) The tenant is responsible to furnish all required insurance information regarding their mover or delivery company. **WE WILL NOT ALLOW ANY VENDOR WITHOUT PROPER INSURANCE DOCUMENTATION INTO OUR BUILDINGS.**
- 6) Masonite to be used throughout the building where necessary.

Please note that these rules are designed to keep our tenants safe in the buildings during the day and to maintain a good flow of elevator traffic in the buildings at all times. Our staff is clear on these rules and has been instructed to vigorously enforce them.

Thank you for your anticipated cooperation in this matter.

Cordially,
TL ASSET MANAGEMENT CORP.