



TENANT HANDBOOK

For

SE Fillmore Place, LLC

Table of Contents

Welcome to Fillmore Place!.....	3
GENERAL INFORMATION	4
Management Office.....	4
Important Phone Numbers	4
Rental Payments.....	4
Lease Questions	5
SERVICES.....	5
Building Access - Hours of Operation.....	5
Building Access	5
HVAC - Hours of Operation.....	6
Heating and Air Conditioning.....	6
Cleaning	7
Trash Dumpster Policy.....	7
Restaurant Grease Policy	8
Recycling	8
Deliveries	9
Elevators.....	9
Floor Load.....	9
Insurance	9
Keys	10
Lock Outs.....	10
Mail Service	10
Moving.....	11
Parking	11
Public Transportation.....	12
Remodeling	12
Security	12
Signage.....	12
Soliciting	13
Smoking	13
Tenant Assistance	13
Tenant Contact Information	13
TELECOMMUNICATIONS POLICY	15
MOVING POLICY	16
Insurance	19
Proof of Insurance:	20
APPROVED CONTRACTORS:	22
AREA AMENITIES	27
AREA SERVICES	29
TENANT FORMS	30

Welcome to Fillmore Place!

The owners and managers of SE Fillmore Place welcome you as a tenant. We look forward to a mutually beneficial business relationship and hope to provide you with an attractive, comfortable and secure place to work.

This handbook has been prepared to assist you with your tenancy and to familiarize you with the building and its operations. The policies and forms will help us maintain consistency in the services we provide you, and give you a reference point for your questions or concerns. We ask that you retain this handbook and insert new information as it is provided.

As a new tenant, coordinating accurate communications between your staff and ours is of the utmost importance. Please take a moment to **fill out the Tenant Contact Form, Form A**, located in the Forms Section of this Handbook. This contact information helps us to process your requests more efficiently. Please e-mail the form to karin@realtygp.com or fax it to 303-388-3508.

We look forward to working with you and hope that you find our property management staff efficient and responsive. If you experience any problems during your occupancy, please contact us immediately at **(303) 388-3506**.

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (phone)
(303) 388-3508 (fax)

Our Staff:

Robert Mattucci – Executive Vice President

bmattucci@realtygp.com

(303) 394-5363

Greg Wolff – Asset Manager

gwoff@realtygp.com

(303)394-5140

Antoinette Carlacci – Property Manager

acarlacci@realtygp.com

(303)394-5025

Karin Rosenberg – Property Assistant

karin@realtygp.com

303-388-3506

GENERAL INFORMATION

Management Office

The Property Management office is located at 3033 E. 1st Avenue, Suite 210 Denver, Colorado 80206. Our office hours are Monday - Friday, 8:00 a.m. until 5:00 PM.

Important Phone Numbers

We have compiled a list of phone numbers you may find helpful in your day to day operations. Please note that these numbers may change periodically. Updates will be provided as we are notified.

Building Management Office	303-388-3506
- Fax	303-388-3508
Building Parking Office	303-399-3003
Building Security (after hours)	720-313-1713
Century Link	800-603-6000
Xcel Energy	800-481-4700
Cherry Creek North Business Improvement District	303-394-2904
Police Dispatch, non-emergency	720-913-2000
Neighborhood Police Officer (voice-mail)	303-698-3333
Neighborhood Police Officer (cell phone)	303-754-7813
RTD	303-377-7086
City Public Works, Street Maintenance	303-640-3501
City Public Works, General	720-913-1311
Permits: Sidewalk, Parking	303-446-3759

Rental Payments

Rental payments and other amounts are due on or before the first of every month. Payments should be sent as follows:

SE Fillmore Place, LLC
C/O Realty Mgmt Group, LLC
P.O. Box 173704
Denver, CO 80206

Keep in mind that this address may be changed with notice to the tenants. Please contact Antoinette Carlacci in our office with any billing questions at (303)394-5025.

Lease Questions

The Property Manager can usually answer basic questions regarding the articles in your lease, or questions regarding renewal or expansion. If we are unable to assist you, you will be referred to our leasing or asset management team.

SERVICES

Building Access - Hours of Operation

The building hours for 100 Fillmore are Monday through Friday from 6:00 AM until 6:00 PM, and Saturday from 8:00 AM until 1:00 PM. The building hours for 158 Fillmore are Monday through Friday 7:00 AM until 7:00 PM. All building entrances are unlocked during these hours. Please note that these hours may be modified if the safety or security of the building or its population are determined to be at risk. Should this situation occur, tenants will be notified and employees given alternate access information.

The building is closed on Sunday and on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

For tenants in the building on these days, holidays are treated as Sundays in terms of building operations.

Building Access

Entry to the 100 Building after hours can be obtained by card access on the Southwest lobby door jam or the 2nd level East entrance by card issued to employee by tenant. Entry to the 158 Building is by key card access on the East and West side door. Building Access Cards are provided when you take occupancy of your space. Two cards for every 1,000 square feet of space occupied will be provided at no cost to you. **Please fill out the *Bldg Access Card Request Form* at the back of this booklet for employees at the time of move-in.** Access to the building after hours can be obtained at the Southwest and 2nd level doors. Please fill out the *Bldg Access Card Request*

Form when additional cards are needed, lost, or stolen. Simply contact Karin and she will email you a form.

It is the responsibility of the employer to track these cards and notify the Property Manager of any changes (i.e. cards that have been assigned to a new employee, or if an employee has been terminated). These cards are tracked through our computer system and should not be loaned or traded. The card is not only the responsibility of the individual to whom it is issued, but ultimately of the employer. Broken cards should not be discarded, but turned in to the property management office and exchanged for a new card. If your access card does not function properly, please contact the property management office at (303) 388-3506. There is a \$25.00 charge for lost and stolen cards and cards above the square feet allowance at move-in. The *Bldg Access Card Request Form* should be authorized by an officer of your company.

HVAC - Hours of Operation

The Heating Ventilation and Air Conditioning (HVAC) equipment for 100 Fillmore operates from 7:00 am until 6:00 pm. on weekdays, and between 8:00 AM and 1:00 PM. on Saturdays. HVAC for 158 Fillmore runs from 7:00 AM until 6:00 PM weekdays on levels 2, 3, and 4 and from 8:00 AM until 3:00 PM on weekends. Additional services may be automatically provided during extreme temperatures, but these services are not guaranteed.

Should you require heating or cooling during non-business hours you may contact the property management office at least 48 hours in advance to make arrangements. An *After Hours HVAC Request Form* is located in the Forms Section of this manual. The cost for after hours HVAC is currently \$42.00 per hour for 100 Fillmore and \$16.00 per hour for 158 Fillmore, with a 4-hour minimum, unless otherwise stated in your lease agreement.

Heating and Air Conditioning

100 Fillmore

100 Fillmore Building utilizes a Variable Air Volume system to provide cooling, and a perimeter baseboard hot water heat system to provide heat throughout the building. Thermostats are located in the penthouse and control 4 different zones within the building for the perimeter system. Ceiling diffusers with internal thermostats provide cooling to interior areas and individual rooms. These diffusers must be adjusted by building staff and not by tenants. Baseboard heat can only be adjusted by varying the amount of louver opening, not by adjusting the thermostat.

The industry standard temperature range for commercial office buildings is between 68 and 74 degrees Fahrenheit. While the building equipment is designed to maintain these temperatures, a number of factors can affect the interior temperatures. Office equipment, sunlight, exterior ambient temperatures, crowded offices, location of thermostats and interior lighting all contribute to the overall temperature of your space. Should the temperature of your space be uncomfortable, please do not attempt to adjust the thermostats. The two systems in the building operate independently, but do affect one another. To assure the most comfortable environment possible, please contact the property management office and a member of our maintenance staff will respond and make the necessary adjustments. Please note that space heaters are not permitted.

158 Fillmore

158 Fillmore Building uses a Variable Air Volume system with electric re-heat to maintain the thermostat set-point to maintain the desired temperature. There is a morning warm-up in the winter months using the rooftop unit which warms the building at the start of the day. The interior VAV boxes warm the building in the winter, and cool the building in the summer

Cleaning

The building is cleaned nightly, Monday through Friday, by a contract cleaning service for all office tenants. This cleaning is performed in accordance with specifications created to maintain the building in a first class manner. Nightly service includes but is not limited to: cleaning restrooms, vacuuming, floor cleaning, refuse removal and spot dusting. Other cleaning is completed on a monthly or weekly basis.

For proper cleaning, desk tops and other flat surfaces should be cleared of papers and personal articles. The cleaning staff should not clean a surface that is cluttered with these items. Large items that don't fit into the trash receptacles should be placed next to the trash and clearly labeled "TRASH" or "BASURA." Items left near the trash receptacles or on the floor may be disposed of by accident.

While spot cleaning of carpets is handled by the building staff, carpet cleaning is available at an additional charge. Please contact the property management office to make arrangements for this service.

Trash Dumpster Policy

We have a common sense policy with trash: we allow any dumping allowed by Waste Management. We expect consideration for your fellow tenants and for management. We have regularly scheduled trash pick-ups designed to accommodate the number of tenants we have, and you are expected to call management if you have any unusual load or pick-up situations.

If the load is outside standard parameters, we pass the additional Waste Management charge on to you. In such cases, our regular monitoring of the dumpster areas and our regular contact with Waste Management insure a reasonable charge.

Please adhere to the following:

- Any hazardous materials, chemicals, or flammables are not permitted in regular dumpsters. You must make your own arrangements for the removal of such items from our premises. A list of such materials is located in Appendix I at the back of this handbook.
- If you have an exceptionally large load, please call the management office. We will need to work with you and the other tenants to ensure that everything gets picked up. (Frequently, Waste Management can arrange for extra bags.)
- Pieces of furniture and similar items which will not crush immediately and easily must not be placed in the dumpsters. Please call management if you have such an item. We will coordinate with our removal service and charge you what Waste Management charges us. If Waste Management will not pick up the item, you are responsible for its removal.
- If you are disposing of liquid items, debris with “flyaway” dirt, food, items with a pungent odor, etc., make sure these items are bagged and tied.
- Pick up any spilled trash. Wipe up any spilled liquids – especially grease. We may have to charge you if you leave the area in a soiled and/or unsafe condition.
- Cardboard boxes should be broken down, packed together, bound and placed vertically in the recycling dumpsters.

With your common sense and consideration, we expect to maintain clean dumpsters and a clean trash area.

Restaurant Grease Policy

Restaurant grease removal involves health code and safety issues and should be discussed with management. Policy will not be prescribed here, but procedure for grease removal must be agreed with management. Regardless of whether your restaurant is using a grease trap or a tub disposal, you must dispose of all grease in a clean and safe manner. Never allow your grease to remain in anyone else’s path: in the hallways, sidewalks or dock floors. Any grease going into the dumpsters must be properly contained. Again – common sense and consideration is really the policy. Keeping common areas safe and clean for everyone by being responsible for your own trash and waste items is a basic expectation.

Recycling

The building does participate in Single Stream Recycling. All recyclable items can be put in the same container. Please contact the management office and they will deliver the boxes for you to start the recycling program. Feel free to contact Waste Management with questions about recycling at 303-797-1600.

Deliveries

Deliveries can be made from the large South dock located near 1st and Milwaukee and the small North dock located near 2nd and Milwaukee. Deliveries should not exceed one (1) hour in duration. Should you require more time, special arrangements can be worked out with the management office. Deliveries can also be made through the east entrances of the 100 and 158 buildings. Please remember there is no general parking allowed in the dock area. Vehicles are closely monitored in these areas and are subject to ticketing or towing. Delivery vehicles should never be left unattended.

Elevators

The building elevators are inspected and maintained by a professional elevator maintenance contractor and are for the daily flow of tenant personnel, clients and business associates of the tenants. There are two (2) passenger elevators in the 100 Building and one (1) passenger elevator in the 158 Building. Large deliveries and moves should be accomplished after normal building hours.

Should the elevator stop while you are inside, be assured that you are safe. Use the emergency button located on the operating panel to summon for help, then press the call button on the hands-free emergency telephone unit. The elevator maintenance contractor is automatically dialed, your location identified, and help dispatched immediately. The industry standard response time for elevator entrapments is 30 minutes. If you are uncomfortable with the estimated wait time given to you, you may request immediate assistance from the fire department.

Please report any problems you experience with the elevators to the property management office.

Floor Load

The building is designed to handle the weight of typical office equipment. Please contact the property management office to arrange for a building or structural engineer to determine the best location for heavier items (i.e. fish tanks, exercise equipment, large bookcases or filing systems), as some of these items are allowed only with prior written approval by the Property Manager.

Insurance

The building insurance policy does not cover loss or damage to tenant valuables, furniture and equipment, or those items that may belong to your employees. Please review the terms and conditions of your lease and obtain the required coverage. The

property management office must receive a Certificate of Insurance prior to your occupancy, and then upon the annual renewal date of your policy. The "Certificate Holder" section on the Certificate of Insurance your insurance agent sends us should read as follows:

SE Fillmore Place LLC
Realty Management Group, LLC. as Agent for Landlord
3033 East 1st Avenue, Suite 210
Denver, CO 80206

We require that all companies performing work on our property be insured. A sample of standard types and amounts of coverage has been included in the Insurance section of this booklet.

Keys

Suite keys are provided when you take occupancy of your space. Two keys for every 1,000 square feet of space occupied will be provided at no cost to you. Additional keys can be purchased at a cost of \$5.00 per key and can be requested at this or any other time during your occupancy. A Tenant Key Request Form should be completed and authorized by an officer of your company, or someone designated in writing by the officer. A copy of this form is located in the Forms Section.

Property management does not have access to retail space. It is the responsibility of each retail tenant to maintain his/her own keys. However, retail tenants can provide the management office with a copy of entrance keys for availability in emergencies.

Lock Outs

Periodically, employees lock themselves out of their offices or buildings. If you are locked out, please contact the property management office at 303-388-3506. Our staff will quickly respond to lockouts during regular business hours at no charge. There will be a minimum 2 hour overtime charge for lockouts after business hours, on weekends and holidays.

Security for the building and your suite are of major importance. It is for this reason that any person who is locked out of the building or his/her suite will be asked to produce identification and proof of employment. In addition, we may ask that a supervisor or our tenant contact verify your employment.

Mail Service

The U. S. Postal Service delivers mail Monday through Saturday, with the exception of federally observed holidays. Large items that will not fit in your box will be delivered to your suite. Outgoing mail may be deposited in the box located on the lower level of the

100 Fillmore building and on the main level of the 158 Building. Outgoing boxes are located at the northwest corner of 1st Avenue and Milwaukee, and on the northeast corner of 2nd Avenue and Milwaukee.

Other delivery services include a Federal Express drop box and a UPS drop box located at the east lobby entry. Pickup times for this box vary and are determined by the vendor.

Moving

All moving in or out of the building should be coordinated through the property management office. Due to limited parking and elevator availability, we ask that all moves be completed before or after normal business hours. Exceptions can be made for smaller moves. Upon approval of the times and dates involved, we will require a Certificate of Insurance from your moving company, naming both the building owner, SE Fillmore Place LLC, and Realty Management Group LLC, as additional insured. A copy of the building Move Policy is located in this handbook.

Parking

Parking provisions are outlined in your lease agreement, and are administered and enforced by Republic Parking. Additional parking is available for your staff, visitors and associates on a space available basis. Questions regarding the parking provision of your lease, additional parking or garage access should be directed to Republic Parking at 303-399-3003. They are located in the parking management office next to the garage, and their address is:

Republic Parking Company
175 Milwaukee
Denver, CO 80206

Parking payments should be sent to the address indicated on your statement. Payments not received by the fifth day of the month may result in deactivation of your garage access card.

For the safety and security of you and your possessions, please lock your vehicle and utilize only one parking space. Neither Republic Parking nor the Landlord is responsible for loss due to theft, vandalism or other such damage.

Parking in unauthorized reserved parking spaces, handicap spaces, or spaces not designated per the tenant agreement with Republic Parking and the lease agreement between Tenant and Landlord will be ticketed or towed.

Vehicles that will be parked for a consecutive 7 days and 7 nights, must first get approval from the Property Management Office. If a vehicle is found to be parked without prior approval, may be ticketed or towed.

Public Transportation

RTD runs regular and shuttle services to Cherry Creek North from various locations throughout the Metropolitan Area. For current route information, please contact RTD directly at 303-377-7086 or visit their website at www.rtd-denver.com. In addition, you may visit Transportation Solutions website at www.transolutions.org for information on alternate transportation options. The #2 and #6 buses have the closest stops to this building.

Remodeling

All plans for remodeling must be submitted and approved by the property management office prior to work commencing. Construction Rules and Regulations may be found in this handbook or at the property management office. Moving, elevators and building access policies all apply during construction.

Security

A contract security company provides roving security patrol. The responsibility of this security patrol includes periodic patrol of the building common areas, both interior and exterior. The guard is also responsible for escorting building occupants to their cars, spot checking offices for occupants, and securing building and tenant doors at the end of each shift. General security of the property and observations of the behavior of building occupants and visitors is reported to the property management office nightly. Although the hours may change from time to time, currently the building is patrolled as follows:

Monday - Friday	2:30 PM - 2:30 AM
Saturday	10 AM - 2:00 PM

The guard can be reached during these hours at 720-313-1713.

Signage

Tenant suite and directory identification signage for office tenants in the 100 and 158 Buildings are provided at the beginning of your lease term. One suite sign (indicating one tenant) and tenant information in the electronic directory on main floor and physical directory on second floor will be provided at no charge. Additional signage can be purchased at any time. The cost varies at the discretion of our vendor, and is subject to

Property Manager review and approval. Please fill out and return the signage form we provide for you.

Retail signage is the sole responsibility of the tenant and is addressed in the signage provision of your lease document.

Soliciting

Although we do allow deliveries from requested snack vendors, there is no soliciting in Fillmore Place. Please report all solicitors to the property management office. They will be escorted from the building.

Smoking

Fillmore Place is a non-smoking building. This includes all tenant spaces and common areas. Smoking is allowed in your vehicle or in the designated smoking area. This area is located on the courtyard between the office buildings and the garage where benches and ashtrays are provided. In addition, ashtrays are located at each building entrance for tenants and customers to extinguish smoking materials upon entering the building.

Tenant Assistance

Occasionally you may have the need for light maintenance or handy-work in your office that is outside the scope of service that our engineers provide. Should their schedules allow, our staff is more than willing to assist you with projects such as picture hanging, cabinet and desk repair, shelving installation, etc. Projects that take less than 15 minutes to complete will be performed at no charge to the tenant. Items requiring more than 15 minutes will be billed at \$45.00 per hour, with a minimum one hour charge. Material costs will be billed to you at the rate purchased. Please contact the property management office to schedule these services at least 24 hours in advance.

Tenant Contact Information

Prior to your move in date, and then periodically over the course of your lease term, you will be asked to provide us with a contact in your office for day to day issues, as well as accounting issues. In addition, we require an after-hours contact person with whom we can communicate in the event of a building emergency. This person should be someone who is authorized to make decisions in the event the building or your office is damaged or needs to be closed. A Tenant Contact Information Sheet is included in the Forms Section.

This form also requests an e-mail address for easy communication of day-to-day building issues. If you do not want us to communicate via e-mail, or do not have an address, please indicate so on this form.

Although you may be asked to update this information for us periodically, it is your responsibility to insure that the information we have is correct. Please contact us at any time if the employee listed for contact purposes leaves your company or if the contact person changes.

TELECOMMUNICATIONS POLICY

Colorado is an MPOP (Minimum Point of Presence) state. This means that the telecommunications carrier is only required to establish a single point in the building where it will provide its service to the end user. The MPOP is typically established in the basement, and within 50 feet of where the telecom cable enters the building. The MPOP is where the carrier installs service according to the fee allowed by the PUC.

The building management engineers can guide the tenant's telecommunications carrier to the MPOP. However, tenants should rely on their vendors to supply information that relates to voice, data, and security of their system and video applications.

Tenants' telecommunications vendors are responsible for advising their clients about their needs and designing a system for that purpose. If the vendor comes across an issue which he or she feels may impact the property in some way, it is that vendor's responsibility to notify the management office and/or the building engineers.

It is recommended that you work with your vendor and the Property Manager when implementing a new system or changes in your existing system. At minimum, the property engineers should know the locations of any hook-ups your vendor plans to install.

1. Upon vacating leased space, all telecommunications wire and cable should be left in a reusable manner or removed entirely by the vacating tenant. No cables shall be left unterminated at either end or cut off at the wall and abandoned. All wire and cable installed above ceilings shall be plenum rated, properly supported on their own hangers designed specifically for low voltage wire support. Installations not meeting this requirement are not conforming to the local building code. At the sole expense of the tenant, the Property Manager will remove equipment left behind after a tenant has vacated the premises.
2. The tenant shall provide the Property Manager an updated (as built) set of drawings upon completion of any new cable systems. This diagram is especially important prior to the space being vacated, because it may assist the tenant and the Property Manager in deciding whether there is any value in leaving the cable system.
3. Any installation not documented or not deemed valuable by the Property Manager shall be removed at the tenant's expense.

A more detailed version of this policy is available through the property management office upon request.

MOVING POLICY

Whether you are moving your office into or out of our building, please make sure you notify building management as soon as possible. We'll require notice of the move at least one week in advance. Planned hours, insurance, and protective materials must be in place before the move can begin. We may also need to make arrangements for blocking off space and for possible site supervision.

Punchlist of Existing Damage

It is essential that tenants meet with management before and after the move in order to prepare a punchlist of the existing damage in the tenant's suite and common areas. A walk-through inspection with a building management representative and a tenant representative will determine the items which need to be addressed.

Scheduling

Moves should be conducted at the following times:

Monday – Friday (AM): completed before 7:00AM

Monday – Friday (PM): begin after 6:00PM

Saturday: after 1:00PM

Sunday: no time limitations

Clearances

Elevator Clearance
for 100 Fillmore:

The cab interior is:

Door Width – 41 1/2"

Door Height – 84"

Cab Width – 80"

Cab Height – 86"

Cab Depth – 50 1/2"

Cab Diagonal – 114"

Weight Capacity – 3,000 lbs.

Elevator Clearance
for 158 Fillmore:

The Cab interior is:

Door Width – 41 1/4"

Door Height – 84"

Cab Width – 79 1/2"

Cab Height – 84"

Cap Depth – 50 1/2"

Cap Diagonal – 111"

Weight Capacity – 2,500 lbs.

Building Clearance: The door measurements (east double doors) are:

100 Doors - 57" width x 94" height

158 Doors - 48" width x 92" height

Building Entry and Parking for Movers

Movers are to use the designated dock entrances, which are located on the east side of the building on Milwaukee Street for all loading and unloading. The property will be moved from that area to the elevator designated for freight. The freight elevator will be the only elevator available for moving purposes.

There is no street parking on the Milwaukee side of Fillmore Place.

The Fillmore Street side of Fillmore Place has metered parking. Large trucks taking up more than one parking metered space would have to obtain a permit from the City. (The Permit Department phone number is 303-446-3759.)

Permits

The mover, at his own expense, will obtain and maintain any necessary permits, franchises, licenses or other lawful authority required for services to be performed. Before the move is approved, the mover will be required to produce evidence of such authorities to the property management office.

Freight Elevators

Fillmore Place is not equipped with freight elevators. One passenger elevator may be padded and used as freight. It will be necessary for the tenant to notify the property management office of any large moves requiring use of the loading dock at least one week prior to the scheduled move and at least forty-eight (48) hours prior to the move to reserve the freight elevator. **Moves should be conducted before 7:00 a.m. and/or after 6:00 p.m. on weekdays, or with access arrangements on weekends.** Since the 158 Fillmore building has only one elevator, *all* moves must be coordinated with the management office.

Supervision of Site

If needed, we are happy to have one of our staff members provide assistance. However, we will have to charge for the services of that staff member. Depending on the job and the hours worked, the tenant may be billed the current overtime billing rate of the responding staff member.

Mover's Supervision, Labor, Material and Equipment

Normally, movers furnish all of the supervision, labor, materials, supplies and equipment necessary to complete the move. They usually provide equipment such as dollies, handcarts, etc. All material handling vehicles used in the interior of the building must have rubber wheels and must be maintained free of grease and dirt.

Crating, Padding and Packing Material:

The mover should take every precaution by means of crating and padding to safeguard tenants' property and the building from damage. All padding and packing materials are to be removed from the building by the mover. The mover is expected to supply, install

and remove protective materials, wherever necessary to protect the building from damage. This means that:

- Corners must be taped and/or protected by cardboard.
- Masonite floor protection must be used on all tile and carpeted areas in the building.
- Walk-off mats must be provided to protect door thresholds.
- Elevators must have properly fitted pads in place. Building management will install padding for a scheduled move.
- Trash must not be placed in corridors or elevator lobbies. All items and materials to be discarded must remain inside the tenant's space for the duration of the move. The moving company is responsible for removing the trash from the premises and disposing of it off-site. A \$25.00 minimum fee will be charged for trash left behind or disposed of on-site.

Indemnity / Insurance

Management does expect that all movers – and anyone who conducts business on our property – will carry adequate insurance: liability, automobile liability and Worker's Compensation - and will furnish us with a Certificate of Insurance. Please refer to the Insurance section of this booklet for more details.

Insurance

Anyone who conducts business on our property should be properly insured. We expect all businesses to obtain, maintain and keep in full force and effect the following types of insurance:

Commercial General Liability:

Commercial general liability insurance covering all operations by or on behalf of the business on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance shall provide minimum limits and coverage as follows:

- A. Minimum Limits:
 - 1. \$1,000,000 Each Occurrence (Combined Single Limit Bodily Injury and Property Damage)
 - 2. \$1,000,000 General Aggregate
 - 3. \$1,000,000 Products / Completed Operations Aggregate
 - 4. \$1,000,000 Personal & Advertising Injury aggregate
 - 5. \$50,000 Fire damage – any one fire
 - 6. \$5,000 Medical Expense – any one person
 - 7. \$50,000 Comprehensive Dishonesty Bond – each employee
- B. Coverages:
 - 1. Policy with a best rating of A or higher
 - 2. Additional Insured: **SE Fillmore Place LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC** property manager/agent for owner.

Automobile Liability:

Business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos).

- A. Minimum Limits:
 - 1. \$1,000,000 Combined single limit each accident
- B. Coverages:
 - 1. Additional Insured: **SE Fillmore Place LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC**, property manager/agent for owner.
 - 2. Waiver of Subrogation in favor of Owner and Property Manager

Workers Compensation:

Workers' Compensation and employer's liability insurance.

- A. Minimum Limits:
 - 1. Workers Compensation – Statutory Limits

2. Employers Liability: \$1,000,000
 - a. Bodily Injury for Each Accident - \$100,000
 - b. Bodily Injury by Disease for Each Employee - \$100,000
 - c. Bodily Injury Disease Aggregate - \$500,000
- B. Coverages:
1. Additional Insured: **SE Fillmore Place LLC**, owner, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and, **Realty Management Group, LLC**, property manager/agent for owner.
 2. Waiver of Subrogation in favor of Owner and Property Manager

Proof of Insurance:

Before anyone performs work at or on premises or delivers materials to site, whichever comes first, the business should furnish Property Manager with Certificates of Insurance evidencing the coverage outlined above and the Other Insurance Provisions outlined below. Insurance is to be placed with insurers with a Best's rating of no less than A. No such policy shall be cancelable or modified except after thirty (30) days written notice to Property Manager. Business shall maintain all of the foregoing insurance coverages in full force and effect until the work is fully completed. The requirements for carrying the foregoing insurance shall not release the business from the provision for indemnification of SE Fillmore Place or Realty Management Group.

Other Insurance Provisions:

SE Fillmore Place LLC, its partners, managers, officers and directors, employees, agents, subsidiaries, affiliates and **Realty Management Group, LLC**, the Property Manager, shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the business on all policies, except Workers Compensation. The business's insurance shall be primary insurance over any insurance carried by Owner. Business's Workers' Compensation insurer shall agree to waive all rights of subrogation against the Owner, its partners, managers, property manager, officers and directors, employees, agents, subsidiaries and affiliates for losses arising from work or activities performed by the business. The terms and provisions of this Exhibit shall control over any conflicts.

Indemnification:

To the fullest extent permitted by law, the business shall indemnify, defend and hold harmless the Owner, its partners, managers, property manager, officers and directors, subsidiaries, affiliates, employees and agents from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, but only to the extent caused in whole or in part by negligent acts or omissions of vendor, subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of

whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

All property damage policies written on behalf of the business shall contain a waiver of subrogation rights which the business's insurers may have against SE Fillmore Place LLC, owner, and Realty Management Group LLC, agent, whether any damage is caused by the act, omission or fault of SE Fillmore Place LLC and Realty Management Group LLC.

The business shall name SE Fillmore Place LLC, owner, and Realty Management Group LLC, agent, additional insured insofar as the operation of the business is concerned.

APPROVED CONTRACTORS:

These contractors are approved, but not required unless noted. Contractor is responsible to ensure a certificate of insurance is forwarded to Building Management for all subcontractors. Presence on this list does not ensure a current certificate of insurance is on file. Contractor's not listed below will be accepted, but must be approved by Building Management prior to award of the work.

Exterior Vendors

Lighting/ Electrical

Vendor: Electrical Innovations Contracting
Contact: Jason Richards
Address: 12779 W. Belleview Ave., Littleton, CO, 80127
Phone #: Office- 303-972-5884
E-mail: wshuch@electricalinnovationscontracting.com

Signage

Vendor: Sign-A-Rama
Contact: Sean Yager
Address: 7255 South Havana Street Suite 180, Centennial, Co. 80112
Phone #: Office- 303-721-8803. Cell- 720-840-5008
E-mail: yager@signaramadtc.com

Windows

Vendor: Grand View Glass
Contact: Steve Berry
Address: 5985 Lamar St, Unit E, Arvada, CO, 80003
Phone #: Office- 303-424-8022
E-mail: grandviewglass@gwestoffice.net

Security

Vendor: Advantage Security
Contact: Chris Read
Address: 13693 East Iliff Avenue, Suite 200, Aurora, CO, 80014
Phone #: Office- 303-755-4407
E-mail: cread@advantagesecurityinc.com

Interior Vendors:

Plumbing

Vendor: Total Plumbing
Contact: Chris Tanner
Address: 4701 N. Colorado Blvd., Denver, Co 80216-3218
Phone #: Office- 303-933-7271. Cell- 303-356-2176
E-mail: ctanner@totalplbg.com

Vendor: A Mile High Drain
Contact: Kevin
Address: 1835 W. Union Ave, Suite 7, Sheridan, CO, 80110
Phone #: Office- 303-726-3888. Cell- 720-621-4710
E-mail: N/A

Doors

Vendor: Door Specialties
Contact: Ron Davis
Address: 4410 Steele Street, Denver, CO, 80216
Phone #: Office- 303-292-5080
E-mail: N/A

Locks/Keys

Vendor: Englewood Locks
Contact: Maggie
Address: 4310 S. Broadway, Englewood, CO, 80113
Phone #: Office- 303-789-2568
E-mail: N/A

Wood Finishing

Vendor: Heggem-Lundquist Paint Company
Contact: Jeff
Address: 1391 South Cherokee Street, Denver, CO, 80223
Phone #: Office- 303-778-1373
E-Mail: (Milo Fritts) milo@heggem-lundquist.com

Wood Retouching

Vendor: Conscientious Wood Care
Contact: Joe Eldredge
Address: 3451 W. 104th Place, Westminster, CO, 80031
Phone #: Office- 303-451-0777. Cell- 303-909-4745
E-mail: cwcwoodcare@aol.com

Flooring

Vendor: Advanced Flooring Solutions
Contact: Derek Eltzroth
Address: 3001 Larimer Street, Denver, CO 80205
Phone #: Office- 303-996-5506. Cell- 720-333-1784
E-mail: N/A

Carpet Cleaning

Vendor: Spectra
Contact: Ben Wyatt
Address: 221 S. Cherokee St., Denver, CO, 80223
Phone #: Office- 303-778-8483
E-mail: Ben_Wyatt@spectracf.com

Walls

Vendor: Provident Construction
Contact: Nate Richards
Address: 12424 East Weaver Place, Centennial, CO, 80111
Phone #: Office- 720-482-0200. Cell- 720-514-1758
E-mail: nrichards@providentconstruction.com

Painting

Vendor: Rocky MTN Spray Tech
Contact: Ronnie Vigil
Address: 4413 Mt. Harvard Street, Brighton, CO, 80601
Phone #: Office- 720-371-0150
E-mail: rockymtnspraytec@aol.com

Window Coverings

Vendor: Cloud 9 Design Window Coverings
Contact: Anette Yadgar
Address: 11497 E. Warren Place, Aurora, CO, 80014
Phone #: Office- 303-338-9938. Cell- 303-525-9938.
E-mail: cloud9designs@msn.com

Lighting

Vendor: CED
Contact: Judy Eaton
Address: 2405 W. 5th Ave, Denver, CO, 80204
Phone #: Office- 303-623-1233, Ext. 1529
E-mail: jeaton@ceddenver.com

Vendor: City Lighting Products Denver
Contact: Brenda Kern
Address: 7104 South Dillon Court, Englewood, CO, 80112
Phone #: Office- 303-699-3266. Cell- 866-699-3266
E-mail: bkern@citylighting.com

Mechanical/HVAC

Vendor: Tolin Mechanical
Contact: Graham Carssow
Address: 12005 E. 45th Ave, Denver, CO, 80239
Phone #: Office- 303-455-2825. Cell- 303-859-5540
E-mail: gcarssow@tolin.com

Vendor: Murphy Mechanical
Contact: Matthew Klingler
Address: 3790 Wheeling Street, Denver, CO, 80239
Phone #: Office- 303-371-6600. Cell- 720-323-4756.
E-mail: mklingler@murphy-den.com

Furniture, Fixtures, and Equipment

Kitchen Appliances

Vendor: Builders Appliance Center
Contact: Derek Haugen
Address: 1880 W. Oxford Ave, Englewood, CO 80110
Phone #: Office- 720-287-5808. Cell- 720-295-4307
E-mail: dhaugen@4bac.com

Cleaning

Vendor: MasterKlean
Contact: Larry Atherton
Address: 2149 S. Clermont St. Denver, CO
Phone #: Office- 303-753-6084
E-mail: latherton@masterklean.com

AREA AMENITIES

ANB Bank
3033 E. 1st Avenue
M – F 9 AM – 6 PM
S 9 AM – 12 noon
303-394-5100

Available in the SE BCC (ANB) Building at 2nd Avenue

Hair/Nail Salons

JUA Salon
Nails. Facial Waxing. Spray Tan
M 9 AM – 6 PM
T-Th – 9 AM – 6 PM
F 9 AM – 7 PM
S 8 AM – 6 PM
303-320-4323

Nails

Luxury Nails
M – F 8:30 AM -7 PM
S 9 AM – 6 PM
303.331.1898

Men's Clothier's

Jos A. Bank
M – F, 9 AM – 8 PM; S – 12 – 6 PM
303-394.2451

Tailor

June's Tailor
Tailor. Shoe Repair. Leather Repair
M – F 8:30 AM -7 PM
S 9 AM – 6 PM
303.331.1898

Postage/Packaging

Fed Ex / Kinko's
At the SW corner of 2nd Ave and St. Paul
Photocopying. Binding. Reproduction (including Blueprints). Signs. Posters.
Banners. Batteries. Greeting Cards
24 / 7
303-322-4261

Available in Fillmore Place

Health Club – at 1st Ave and Fillmore Plaza

Pura Vida
2955 E. 1st Avenue
303-525-5392

Furniture – on 1st Ave

West Elm
M - S 10 AM – 8 PM
S 11 AM – 6 PM
303-320-1001

Furniture – on 2nd Ave

Jonathan Adler
10-7 M-F
10-8 S
12-5 S

Eyewear – in Fillmore Plaza

Europtics
Eye Glasses and Eye Exams
M - F 9 AM – 8 PM
S 10 AM – 6 PM
S 12 PM – 5 PM

Athletic Clothing

lululemon athletica
158 Fillmore Street

AREA SERVICES

Dry Cleaning

Revolution Cleaners will come to your office to pick up/drop off dry cleaning. They come by the building on Mondays and Thursdays. Please call 303-458-0404 to arrange for this service.

Postage/Packaging

United States Postal Services
245 Columbine
1-800-275-8777 303-399-9355

UPS Store
191 University Blvd

Federal Express
3030 East 2nd Ave. (at 1st and St. Paul)
(303) 322-4261
24/7

TENANT FORMS

Please complete all of the following forms and return to:

Realty Management Group, LLC
3033 E. First Avenue Suite 210
Denver, CO 80206
karin@realtygp.com

- Tenant Move-In Information Page 31
- After Hours HVAC Request Page 32
- Suite Signage/Building Directory Page 33
- Key Request Form Page 34
- Access Card Request Form Page 35

Copies of all forms can be found on our website,
www.realtygp.com.

**SE FILLMORE PLACE
TENANT INFORMATION/COORDINATOR**

Please complete the information requested below and return it to us ASAP. This information will update our records and help us to keep you informed in the event of an emergency. Your help is appreciated.

Business:

Address: _____ Suite #: _____

Day to Day Contact: _____

Phone: _____ Fax: _____ Email: _____

Accounting Contact: _____

Phone: _____ Fax: _____ Email: _____

After Hours Emergency Contact

1st Call: _____ Phone: _____ Cell: _____

2nd Call: _____ Phone: _____ Cell: _____

Address for correspondence, statements (if different from above)

Name: _____ Phone: _____

Address: _____ Fax: _____

Can maintenance or building information be communicated via e-mail? Yes [] No []

Name: _____ E-Mail Address: _____

The following persons are authorized to request billable maintenance items:

Does your suite have a security system? Yes [] No []

Vendor Name: _____ Phone: _____ Access Code: _____

Designated Floor/Area Warden (For Future Emergency Use): _____

Floor Leader: _____ Searcher: _____

PLEASE RETURN THIS FORM TO:

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, CO 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)

100 FILLMORE PLACE BUILDING
AFTER HOURS HVAC REQUEST

To request HVAC after regular business hours, please complete this form a minimum of 48 hours in advance of the time the service is needed. Please type or print this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date(s) Service is Needed: _____

Tenant Name: _____

Suite Number: _____

Hours Service is Needed (4-hour minimum): _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of after hours HVAC services is \$42.00 per hour with a four hour minimum, which price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

SE FILLMORE PLACE BUILDING

TENANT IDENTIFICATION SIGNAGE

To request a listing on the building directory, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

1. Suite Sign – Indicate how the Tenant’s name should be read (one sign per suite):

2. Lobby Directory Strips – one directory strip per suite:

3. Are any persons or entities named in item two who are either a subtenant or an assignee of the Tenant? Yes:_____ No:_____

4. Are there any other individuals you would like acknowledged on the directory (you will be charged an additional amount per entry)? Yes:_____ No:_____

5. Would you like to be advised of the cost prior to the fabrication of the sign? Yes:_____ No:_____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the Landlord’s approval of this request will not result in its waiver of any rights under the lease or under any applicable law, nor will the Landlord’s approval of this request constitute its acceptance of any person or entity listed in item two (2) as a subtenant or assignee of any part of all of the leased premises.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

SE FILLMORE PLACE BUILDING

TENANT KEY REQUEST FORM

To request an additional key for your suite, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date: _____

Tenant Name: _____

Suite Number: _____

Number of Keys Requested: _____

Name of Person Requesting Keys: _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of keys is \$5.00 per key, which price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

SE Fillmore Place Building

ACCESS CARD REQUEST FORM

To request an Additional ACCESS CARD for the building, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date: _____

Tenant Name: _____

Building: _____

Suite #: _____

Cardholder Name: _____

Card #: _____

Name of Person Requesting Cards: _____

IF THIS IS NOT A NEW CARD AND YOU WANT TO REASSIGN THE CARD TO SOMEONE ELSE, PLEASE FILL OUT THE INFORMATION BELOW:

Card #: _____

Previous Cardholder Name: _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of card is \$25.00 per card, which price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**

Appendix I

Examples of Hazardous Materials

A. Combustible Liquids

- Alcoholic beverages (any single container exceeding one gallon capacity)
- Alcohols
- Antifreeze compounds
- Camphor Oil
- Fluid cleaners (containing combustible materials, e.g. spot clothing cleaners and office machine cleaners).

B. Corrosive Liquids

- Acids—muriatic, nitric, photographic, sulfuric
- Battery with acid
- Disinfectants
- Dyes
- Flame retardant compounds
- Iron/steel rust preventing/rust removing compounds
- Paint and paint related materials

C. Explosives

- Ammunition
- Black Powder
- Blasting Caps
- Dynamite, plastics or any similar explosives
- Explosive auto alarms
- Fireworks
- Fuse lighters
- Igniters
- Primers
- Propellants
- Signal flares
- Smokeless powder
- Souvenir explosive instruments of war
- Spear guns having charged heads
- Toy propellants or smoke devices

D. Flammables

- Acetone
- Adhesives (glues, cements and plastics)
- Ammonia
- Charcoal briquettes
- Cleaning fluids
- Compound 3 weed killers
- Denatured alcohol
- Enamel

- Gasoline
- Insecticides
- Kerosene
- Lacquer
- Leather dressing or bleach
- Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
- Liquors (any single container exceeding one gallon capacity)
- Matches
- Oil stains for wood
- Paint
- Paint or varnish remover
- Petroleum products
- Polishes, liquid (metal, stove, furniture and wood)
- Propane or other gas used for cooking or heating purposes
- Propane tanks
- Shellac
- Shoe polish (liquid)
- Solvents, plastic
- Stains
- Turpentine
- Varnish
- Wood filler

E. Gases, Compressed

- Engine starting fluids
- Fire Extinguishers
- Gases used in welding
- Scuba diving tanks

F. Aerosol Can

- Containing a Flammable Gas, Flammable Liquid, Toxic, or Corrosive Substance

G. Chlorinated Hydrocarbons in Decorative Lamps

H. Other Regulated Material Termed Combustible, Corrosive, or Flammable.