

Welcome To Your New Office Space!

As our Tenant, you are an integral part of our property. Through the highest standards of JSR Management, our goal is to serve you and provide you with the quality work environment that your profession demands.

This Welcome Package contains general information for tenants and their employees. The purpose of this package is to facilitate daily operations and answer questions that may arise regarding your occupancy at your building.

The contents of this Welcome Package do not amend the terms of your lease agreement or change any rules and regulations of the building. Periodically, the management may provide supplemental pages to this package to you.

We extend to you our cooperation and most cordial welcome to our family of tenants.

JSR MANAGEMENT

**SOUTH HILLS OFFICE PARK
CORPORATE EXCHANGE IV AND V
THE NORWICH BUILDING**

JSR MANAGEMENT
PRIOR TO MOVE-IN DAY INSTRUCTIONS

We are anticipating your forthcoming move into the building. In an effort to make that transition as smooth as possible, we would appreciate your forwarding the following information prior to your move-in:

1. **MOVE-IN POLICY:** Please read and adhere to the Move-In Policy.
2. **MOVER'S INSURANCE:** Prior to Move-In, please have a representative from your moving company contact the Management Office. Moving Company must provide an Insurance Certificate and a copy of their current Workman's Compensation Insurance Certificate in accordance with the Mover's Insurance Requirements.
3. **TENANT INSURANCE:** Please provide the required Tenant Insurance certificate naming:
JSR Management
and
either, South Hills Limited Partnership
Corporate Exchange IV & V Limited Partnership
Norwich Limited Partnership

as Additional Insured's in accordance with the specifications of your Lease
4. **TENANT EMERGENCY PREPAREDNESS PLAN:**
 - ☐ Please familiarize yourself with the contents of the Emergency Preparedness Plan. Post where all employees may view procedures.
 - ☐ Please complete the attached required forms and return to the management office as soon as possible.
5. **TENANT HANDBOOK:** Please familiarize yourself with the contents and keep the Tenant Handbook for future reference.
6. **KEYS:** All new locks must be installed by the Management Office. The initial supply of keys are provided at no charge. Additional keys are available upon request at current rates. Authorization must be obtained prior to installation of any electronic entrance system (swipe cards, touch pads or alarm systems). Tenants with their own access card system must provide the management office with five (5) key cards for management, maintenance, the fire department and housekeeping. Updated access codes must be filed with the Management Office.
7. **RENT PAYMENT:** Please mail all rent and sundry payments to the enclosed remittance address.

Remember, we are always here to assist you at 614-882-1515.

**JSR MANAGEMENT
MOVE-IN POLICY**

In order to facilitate a smooth move, please comply with the following procedures:

All Moving must be scheduled with the Management Office. Please supply the Management Office with a written notice of the move at least 48 hours prior to the scheduled event.

Please attempt to schedule a weekend move. Weekends are definitely preferable.
Moving is scheduled during the following hours:

Saturday & Sunday	8:00 AM - 8:00 PM
Monday thru Friday	By Special Permission from Management

Moving Company must provide insurance and Workman's Compensation Insurance certificates to the Management Office prior to the scheduled move naming Owner & Owner's Agent as "Additional Insured" (see attached requirements). Please ask a rep from your moving company to call the Management Office, so we may instruct them directly.

Upon arrival of your moving company, please notify the management office that the move is about to begin.

Each building has its own set of requirement for moving in. Please have a rep from your moving company contact us prior to moving in so there is no confusion.

A padded elevator will be reserved for your move. The goal is to avoid tying up the other passenger elevator(s) for any length of time. This effort will extend consideration to the other tenants in the building.

Thank you for your cooperation with these policies. We wish you well in your new endeavors.

**JSR MANAGEMENT
MOVER'S INSURANCE REQUIREMENTS**

Moving Company must provide an insurance certificate to the Management Office prior to the scheduled move specifically naming the Owner & Owner's Agent as "Additional Insured" per the following requirements: _____

Comprehensive/General Liability	\$2,000,000
Property Damage	\$2,000,000
Automobile Liability	\$2,000,000
Worker's Compensation	Statutory Limits Not less than \$500,000 per occurrence

NOTE: There is a difference between additional insured and certificate holder. Please make sure your coverage specifically indicates "additional insured".

The following two parties must be named as additional insured:

Owner's Agent
JSR Management

Owner
South Hills Limited Partnership or _____
Corporate Exchange IV & V Limited Partnership or _____
Norwich Limited Partnership

2800 Corporate Exchange Dr. #025
Columbus, OH 43231

Fax: 614-882-2301

Thank you for your cooperation.

**JSR MANAGEMENT
TENANT INSURANCE CERTIFICATE REQUIREMENTS**

All tenants are required to provide JSR Management with a current copy of the Certificate of Insurance. If you have already provided a current insurance certificate, please disregard this notice.

The required insurance certificate must be issued to reflect both the Owner and the Owner's Agent. Please remember, per the lease, every tenant is required to maintain this certificate in current good standing. Please make sure your coverage specifically indicates "additional insured".

The following two parties must be named as additional insured:

Owner's Agent
JSR Management

Owner
South Hills Limited Partnership or
Corporate Exchange IV & V Limited Partnership or
Norwich Limited Partnership

2800 Corporate Exchange Dr. #025
Columbus, OH 43231

Fax: 614-882-2301

Minimum Tenant Insurance Requirements
(Please refer to Individual Lease for specifics)

Comprehensive/General Liability With Contractual Liability	\$ 1,000,000 minimum per occurrence
Property Damage	\$ 250,000 minimum per occurrence

Please provide an updated certificate of insurance to the Management Office within ten business days. Please contact Management Office if you have any questions.

**JSR MANAGEMENT
TENANT EMERGENCY PREPAREDNESS PLAN**

JSR Management must have the following important tenant data for our Tenant Emergency Preparedness Plan to be effective. The Tenant Emergency Preparedness Plan enables us to properly prepare and service our tenants in the event of an emergency. Your cooperation and compliance is vital to the success of the plan.

Please review the following checklist of tenant requirements. We must have this information on file to adequately prepare for an unforeseen event.

If you have not already done so, please submit the following information to the Management Office as soon as possible:

Current Tenant Emergency Preparedness Plan DATA SHEET	_____
Current Tenant Insurance Certificate (Insurance Requirements enclosed)	_____
Current List of Keyless Entry System Codes with detailed instructions to Management Office (for Keyless tenants only)	_____
Current Swipe Cards – Provide four (4) to the Management Office (Keyless tenants only)	_____

Please call if you have any questions or comments. We will be happy to assist you.

Phone 614-882-1515
Fax 614-882-2301

Please endorse & remit all lease and other payments to the following address:

South Hills Limited Partnership
Or
Corporate Exchange Limited Partnership
Or
Norwich Limited Partnership

2800 Corporate Exchange Dr.
Suite #025
Columbus, OH 43231

**JSR MANAGEMENT
TENANT EMERGENCY PREPAREDNESS PLAN**

DATA SHEET

Please help us update our tenant records for emergency purposes. It is very important that we have the most current information on file.

Tenant/ Companies Name _____

Suite # (s) _____

Please contact JSR Management if you have any questions or require assistance.

Please read, sign and return the following recommendations for Emergency Preparedness:

We understand it is very important to be properly prepared for unforeseen emergencies.
We have reviewed our company's individual Emergency Preparedness Plan
We understand it is each suite's responsibility to provide emergency items for their employees.
Our Coordinator(s) will be responsible for establishing & enforcing our Emergency Plan.

Our Coordinator(s) will be our primary contact and liaison in the event of an emergency.

Authorized SignatureDate

Please print name of Authorized Signer

Emergency Coordinator #1 (First Contact on the "Call Tree")

Name of Emergency Coordinator (Please Print)

Best work number

After hours emergency phone #'s

Emergency Coordinator #2 (Second Contact on the "Call Tree")

Name of Emergency Coordinator (Please Print)

Best work number

After hours emergency phone #'s