



CHECKLIST

Complete and Return

- Vendor Insurance Certificate
- Tenant Insurance Certificate
- Tenant Information and Emergency Contacts

Action Items

- Service Providers
- Key Request
- After Hour Access Key Request
- Signage and Directory Request

* Please be advised that there is an approximate 2 week turn around on all Action Items.



SERVICE PROVIDERS

Phone Service

Frontier (844) 392-8032

Internet Provider

Frontier Communications

Contact: Soraya Bachour (949) 610-6616

Email: Soraya.bachour@ftr.com

Spectrum Time Warner

Contact: Nick Romero (626) 602-4776

Nick.romero@charter.com

MHO

Contact: Nick Collins (949) 200.8167

Email: nick.collins@mhonetworks.com

Data and Cabling

When preparing to install your Data and Communication Lines, please keep in mind that we do not allow outside contractors access to the Main Phone Room or Electrical Rooms.

Once your phone lines have been activated, our preferred cabling contractor, Lynx Electrical and Telecommunications, will pull the lines in to your space at your cost. If you choose to use them to cable your entire space, they would be happy to provide you a cost to complete this work.

Contact Information:

Juan Gomez

5595 Daniels Street

Suite E

Chino, CA 91710

(909) 559-1800

Insurance

If you do not have a preferred Insurance provider, please contact:

Angela Luc

State Farm Insurance, Agent Steve Tieu

9011 Garvey Ave Ste A

Rosemead, CA 91770

24 Hour Phone: (626) 618-0475 | Fax: (626) 618-0497

E-Mail Me: angela.luc.ty0v@statefarm.com

Website: www.stevetieu.com



ATRIUM TENANT KEY REQUEST SHEET

13181-13191 Crossroads Parkway North, Suite ____

Key Request

xxx () complimentary suite entry keys and after hour access cards are provided at no charge. Each additional key thereafter, is subject to a charge of \$5.00 per key and \$15.00 per access card.

Number of Additional Suite Entry Keys	
Number of Additional After Hour Access Cards	

Please List The Employees Who Will Require After Hour Access Cards

	LAST	FIRST	ACCESS CARD NO.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

All additional key requested must be submitted in writing by an authorized representative of your company. You may send your request to cmarquez@majesticrealty.com .

PLEASE DO NOT SIGN BELOW UNTIL YOU HAVE RECEIVED YOUR KEYS AND ACCESS CARDS

KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	

Date

Access Cards & Keys Received By:



**ATRIUM TENANT SIGNAGE / DIRECTORY
REQUEST SHEET CONTIUNED
13181 – 13191 Crossroads Parkway North, Suite ____
City of Industry, California**

Suite Door Signage – Company Name

Company Name	
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Building Directory – Company Name / Employee Names

Company Name	
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	LAST	FIRST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Describe In Detailed Description The Type Of Business To Be Conducted And Daily Operation of The Business:



California State Assembly Bill 1103 Saldana, 2007 (AB1103) and Assembly Bill 531 Saldana, 2009 (AB531)

In accordance with California State Assembly Bill 1103 Saldana, 2007 (AB1103) and Assembly Bill 531 Saldana, 2009 (AB531), the California Energy Commission (CEC) adopted regulations in February, 2013 which became effective on January 1, 2014 with a phased-in schedule. These regulations relate to all commercial buildings in the state of California and are referred by the CEC as the **Nonresidential Building Energy Use Disclosure Program**.

The aforementioned bills require commercial property owners to provide benchmark data to the U.S. Environmental Protection Agency's ENERGY STAR portfolio manager. Majestic Realty Co. has established ENERGY STAR accounts for each of our California buildings and gathers the required energy usage data.

Please provide the following information:

How many computers will be in use at this location on a daily basis?	
How many employees will be on-site on a daily basis?	
What will be the hours of operation at this location?	_____ through _____; ____ a.m. to ____ p.m.