



Welcome to [2000 West Loop South](#) and your new office! Our core objective is to provide best-of-class service to you and your team and create a productive partnership for years to come.

We are excited to be of service as you make plans to move into your office. We will work hard to assist you in preparing for a smooth and easy transition.

This tenant Move-In Packet contains forms that Property Management will need prior to your move-in.

Requested Forms include the following:

Tenant Contact Information Form
Access Card Request Form
Parking Form
Tenant Signage Form
Tenant Service Request Setup Form
Fitness Center Waiver
HVAC Request Form

Other forms for your information and convenience:

Tenant Insurance Requirements
Telecom Providers List
Moving Policies and Vendor Insurance Requirements
Building Information
Rental Payment Instructions

Parking Rules & Regulations

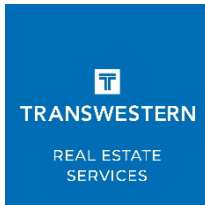
Additional Information can be found on the building's website.

<https://www.2000westloop.info/main.cfm?sid=aaserices&pid=forms>

We are here to assist and answer any questions you have. Please feel free to call us for any reason, and we will be glad to help.

2000 West Loop South Team

Lori Leonard, General Manager
Stephanie Swanson, VP Senior Property Manager
Julisa Villarreal, Property Administrator
Mark Scott, Chief Engineer
Ray Flores, Engineer
Kalvin Garcia, Engineer



2000 West Loop South
Suite 150
Houston, Texas 77027
Phone: 713.871.8252
Transwestern.com

2000 West Loop South TENANT CONTACT INFORMATION

Company: _____
Physical Address: _____
Mailing Address: _____
Main Telephone: _____ **Fax:** _____
Type of Business (e.g., oil field, consulting, etc.): _____

Tenant Authorized Person: (Authorized to approve access cards, billable work orders, and receive official building notices)

Name: _____ **Title:** _____
Telephone: _____ **Is this number a direct line?** _____
E-mail Address: _____

Tenant Coordinators (2): (Calls in hot/cold HVAC requests and other misc. work orders through Angus)

Name: _____ **Title:** _____
Telephone: _____ **Is this number a direct line?** _____
E-mail Address: _____
Name: _____ **Title:** _____
Telephone: _____ **Is this number a direct line?** _____
E-mail Address: _____

Tenant Accounting Contact:

Name: _____ **Title:** _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: _____ **Is this number a direct line?** _____
Fax: _____ **E-mail Address:** _____

Tenant Emergency Contacts:

Please list **AT LEAST** three (3) people with your company we can contact in case of a building emergency during and after business hours.

Name:	Mobile Telephone:	E-mail Address:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Fire Wardens (City of Houston Certified):

Please list all Fire Wardens for your suite. (One Fire Warden is required for every 7,500 sq ft):

Name	Mobile Telephone:	E-mail Address:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE
SUITE 150 OR 2000WLSMANAGEMENTOFFICE@TRANSWESTERN.COM**



TRANSWESTERN

2000 West Loop South
Ste 150
Houston, Texas 77027
Phone: 713.871.8252
transwestern.com

2000 WEST LOOP SOUTH ACCESS CARD FORM

Tenants are to identify those employees whom they wish to grant access to the building lobby after-hours and on building holidays.

Prior to the issuance of an access card, tenants must complete the following information for each employee. Please do not return the forms individually, but after each employee has completed this form. Please return the entire package to the management office.

(Please Print or Type)

CARD/TAG HOLDER NAME: _____

COMPANY NAME & SUITE: _____

BUSINESS PHONE: _____

HOME/CELL PHONE: _____

EMAIL ADDRESS: _____

Cardholder's Signature

Date _____

*Tenant Representative Signature

Date _____

*Must be signed by an officer of the company with the ability to authorize the issuance of security access cards.

**There is a \$20.00 replacement charge for all lost, stolen, or damaged access cards. All cancelled cards must be returned to the management office. If the card is not returned, there will be a \$20.00 charge per canceled card.

PROPERTY MANAGEMENT USE ONLY

Date Form Received: _____

Card/Tag # Issued: _____

Date Card/Tag Activated: _____

Date Card/Tag Returned: _____

Card/Tag Status: LOST / STOLEN / DAMAGE / REVOKED

Card Fee: _____

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE

Telephone: 713.871.8252

Email: 2000wlsmanagementoffice@transwestern.com



ACE PARKING

MONTHLY PARKING AGREEMENT

2000 West Loop South

Houston, TX 77027

rdelarosa@aceparking.com

For Office Use Only:

Start Date:____/____/____

Monthly Rate: \$_____

Basement Level ____Contract Level____

____New Parker ____Existing Parker/Vehicle Update ____Reserved Space #

Name:_____E-mail:_____

Tenant Name:_____Office/Suite:_____

Phone Number: _____

Vehicle Make/Model/Color: _____License Plate#:_____

(Primary) EZ Tag #:_____ (Secondary) EZ Tag #: _____

Vehicle Make/Model/Color: _____

License Plate#: _____Access Card #:(first 8 digits) _____

PLEASE READ CAREFULLY

THIS CONTRACT LIMITS OUR LIABILITY-PLEASE READ IT CAREFULLY

1. Ace Parking Management, Inc. (hereinafter referred to as Ace), includes all of its employees, shareholders, officers, directors, affiliates and related companies, as well as the owner, lessor, lessee, management company and all related entities of the parking facility described, above. Customer shall refer to both the individual using the parking facility and the party responsible for payment of the parking license fee.
2. Ace is offering a license to park during the posted hours of operation. Customer acknowledges and agrees that Customer parks and locks his or her own vehicle. Therefore, Ace shall not be responsible for fire, theft, damage to, or loss of, such vehicle or any items of personal property left therein.
3. This is a license to park only; therefore, no bailment is created. Customer is granted the license to park the automobile or alternate automobile identified in this Agreement at the location described. This license is personal and is not transferable. This license is applicable only to the automobile(s) identified on the transponder set forth in this Agreement and only one automobile listed in this Agreement is permitted to park at this location at any one given time. No one may enlarge or increase Ace's liability in any manner or under any circumstances. Customer shall indemnify and hold Ace harmless from and against all loss, damage and liability, including reasonable counsel fees and costs, from, pertaining to or related in any way to the presence or use of any vehicle or contents thereof in or about the subject parking facility.
4. The term of this license is from month to month and is subject to policies and procedures promulgated by Ace, which may change from time to time. Except for parking spaces and/or areas designated by Ace for reserved or other forms of specialized parking, all parking shall be on an unreserved, first come, first served basis.
5. Payment will be applied to the current invoice unless stated otherwise by the company.
6. If neither party so notifies the other in writing as required under this paragraph, this Agreement shall be automatically renewed at the end of such term for an additional monthly period at the same rate and subject to the same terms contained herein. Ace shall have the right to increase the license rate payable hereunder by giving written notice to customer at any time prior to the expiration of any monthly period.
7. Customer will be issued an access pass by Ace for which Customer is solely responsible for maintaining and insuring proper use. Access Pass must be used only by Customer. Any attempt to manipulate or circumvent any parking procedures or the provisions of this Agreement may result in immediate revocation of parking privileges. Customer acknowledges that the access pass must be used upon entry and exit to the parking facility. Absent such use, Customer may be subject to the daily parking rate for said facility.
8. Customer acknowledges that a serve charge for lost or damaged access passes pay be imposed by Ace.

9. Ace reserves the right to temporarily close the facility, or certain areas therein, in order to perform necessary repairs, maintenance or improvements. Ace will post notice in the facility of such closures. Ace may conduct emergency closures without prior notification.
10. Customer shall not assign or sub-lease any parking space. Ace may terminate this Agreement in the event of any such assignment or sublease.
11. Vehicle services: Repairs and installations (including, but not limited to, windshield chip repairs, cell phone or stereo installation) are not permitted under any circumstances.
12. Credit will not be given for any reason, for any days during which Customer does not use the parking license created by this Agreement.
13. Customer acknowledges that any vehicle parked in an unauthorized area is subject to removal from the facility at the sole cost and expense of Customer.
14. A **5% late fee** will be applied to all past due balances. If payment for current charges is not received by the **10th of the month**, a late fee will be assessed on **the 11th of the month**.
15. A **30-day notice** is required for all parking cancellations. If charges have already been billed, the cancellation will be reflected on the following month's statement.

I HAVE READ THIS AGREEMENT AND SHALL COMPLY WITH ALL PROVISIONS HEREIN SET FORTH

ACE Parking reserves the right to change the terms and conditions above by providing written notice or via e-mail. I FULLY UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS ABOVE.

Signature: _____ Date: ____/____/____

Print Name: _____

Approved Representative Signature: _____ Date: ____/____/____

Print Name: _____

2000 West Loop South
Tenant Service Request System Set Up

In order to request service to your suite and view request status and history, please fill in the names of those employees who may request such services.

Company Name: _____ Suite #: _____

Employee	Suite	Email	Phone

Entering service requests this way will enable our staff to respond quickly to your requests as a service request will automatically be generated and put in line for servicing. This service will also allow you to track the progress of a specific request through completion. Additionally, it allows both Tenant and Landlord the ability to review the history of the requests that your Company submits thereby quickly isolating any repeating or chronic problems. The system will also allow our office to post notices to Tenants for holiday closures and other building events.

Please designate two (2) Tenant Coordinators who will be the primary users to enter services requests. Please list their names along with their emails addresses. Each staff member listed will receive an email with a user name and password to sign in. At **www.2000westloop.info**, go to Service Requests under the Quick Links section and log on anytime to submit service requests and review the progress of your previous requests.

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE
Telephone: 713.871.8252 Email: 2000wlsmanagementoffice@transwestern.com

2000 West Loop South
Tenant Signage

BUILDING DIRECTORY:

Tenant Name (as it should appear on your directory strip):

Suite Number:

WE DO NOT WISH TO BE LISTED IN THE DIRECTORY AT THIS TIME

☐

DOOR PLAQUE:

Tenant Name (as it should appear on your door plaque):

Suite Number:

Please note that all signage is subject to a charge. Please submit this form to the management office for pricing. A proof and a tenant service request will be forwarded for your approval of your signs layout and pricing.

Authorized Signature:

Name and Title

Date

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE
Telephone: 713.871.8252 Email: 2000wlsmanagementoffice@transwestern.com

2000 WEST LOOP SOUTH

FITNESS CENTER LICENSE AGREEMENT

CCI-2000 West Loop South, LP ("Owner"), owner of 2000 West Loop South (the "Building"), managed by **Transwestern Property Company SW GP, L.L.C.** d/b/a Transwestern ("Manager"), presently has in the Building a fitness center, associated health and wellness programs, and associated locker room facilities, showers/dressing room facilities and locker facilities, and exercise and fitness equipment and other equipment, fixtures and furnishings located in such center and facilities (collectively, the "Fitness Center"). As used in this Fitness Center License Agreement ("Agreement"), the "Property" refers to the Building, the parking garages associated with the Building, and the parcel(s) of land owned by Owner.

The undersigned has requested permission to use the Fitness Center pursuant to the rules and regulations attached hereto as Exhibit A (such rules and regulations, as they may be amended by Owner or Manager in their discretion from time to time, the "Rules and Regulations").

The consideration I am receiving for this Agreement is a revocable and nonexclusive license to use, without charge to the undersigned, the Fitness Center pursuant and subject to this Agreement and the Rules and Regulations. I hereby agree to observe and abide by the Rules and Regulations in the use of the Fitness Center (provided that as to any amendments of such Rules and Regulations, notice of such amendments is sent to the undersigned or to the tenant or subtenant who or which employs me, or is posted in the Fitness Center). I understand that my license to use the Fitness Center may be revoked at any time at the sole discretion of Owner or Manager, whether with or without cause, by oral or written notice to me or the tenant or subtenant (and in any event, unless sooner terminated, such license shall terminate automatically upon the earlier to occur of the expiration or termination of the lease or sublease of the tenant or subtenant in the Building, or the termination of my employment with the tenant or subtenant at the Building). Upon termination of such license, I shall immediately deliver my Fitness Center access card(s) to Manager and it or they will be cancelled. I further understand and agree that my right to use the Fitness Center is a **NON-TRANSFERRABLE REVOCABLE LICENSE** and that I shall not provide access to the Fitness Center to anyone other than myself, and that all access cards are and will remain property of Owner.

I expressly acknowledge and agree that use of the Fitness Center may involve risk of serious bodily injury or even death and I represent to Owner and Manager that I have had such physical examinations by a physician as are required by the Rules and Regulations and as I have otherwise deemed necessary and that I have determined that I am in such physical condition as to permit my safe use of the Fitness Center. I **ACKNOWLEDGE THAT MY USE OF THE FITNESS CENTER IS COMPLETELY AT MY OWN RISK, AND THAT MY USE OF THE FITNESS CENTER SHALL BE IN THEIR "AS IS, WHERE IS" CONDITION AND "WITH ALL FAULTS", AND WITHOUT ANY REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, ON THE PART OF OWNER OR MANAGER, OR ANY OTHER PERSON OR ENTITY, CONCERNING THE CONDITION OF THE FITNESS CENTER, OR ANY OTHER MATTER WHATSOEVER, WHETHER RELATED OR UNRELATED.** Without limiting the preceding sentence, I also acknowledge and agree that neither Owner nor Manager, nor any other person or entity, shall provide or be

obligated to provide any personnel or equipment to assist, supervise, advise, manage or in any way control or oversee the Fitness Center or the users of the Fitness Center, nor to supervise other areas of the Property, nor to provide security for users of the Fitness Center or any of their property (whether in or about the Fitness Center, or in or about other areas of the Property, and whether during business or non-business hours). In the event any monitoring or supervision shall be provided, I acknowledge and agree that such monitoring or supervision shall be at the sole discretion, and for the sole benefit, of Owner and Manager, and not for my protection or other benefit. Without limiting or being limited to the foregoing, I also acknowledge and agree that in the event Owner or Manager shall elect to install a security camera or "assistance" button, such devices may not be efficacious, and may not be maintained in an operational condition, and may be monitored only occasionally or not at all, in each case in the sole discretion of Owner or Manager, and in no event whatsoever shall Owner or Manager, or any of the "Releasees" (as that term is hereinafter defined), have any responsibility or liability whatsoever for or in respect of such devices or the maintenance, monitoring or response, or absence of maintenance, monitoring or response of or to such devices, or the condition or efficacy of such devices. I also acknowledge and agree that the information, recommendations, and other content provided in connection with the Fitness Center health and wellness programs is not intended to be, and should not be considered or used as a substitute for, medical or dietary advice, diagnosis or treatment, and in no event whatsoever shall Owner, Manager or the Releasees have any responsibility or liability whatsoever for or in respect of such programs, or the monitoring, effects or efficacy of such programs.

I HEREBY FOREVER RELEASE, WAIVE AND DISCHARGE Owner and Manager, and their respective partners, members, managers, and affiliates and the officers, directors, employees, agents, representatives, shareholders, and contractors of any of the foregoing (individually and collectively "Releasees"), of and from any and all losses or damages, and an and all claims, demands, actions, suits or liabilities on account of or relating in any way, whether directly or indirectly, to any injury or illness or death sustained by me or any loss of or damage to my property, occurring while I am in any way using the Fitness Center or in the Fitness Center for any purpose or which otherwise arises from or relates in any way, directly or indirectly, to the Fitness Center or my use of or activities in the Fitness Center (including, but not limited to, personal injuries or death suffered by me arising from my use of the fitness or exercise equipment, saunas, showers or dressing areas, and damage, theft or loss of my property located or stored in the lockers or other portions of the Fitness Center) ,or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING RELEASE APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

I also hereby agree to **INDEMNIFY, DEFEND AND HOLD HARMLESS** the Releasees from and against any and all claims, demands, actions, suits, liabilities, losses, damages, judgements, and costs or expenses including attorney fees and other litigation costs, and other costs of any kind or nature whatsoever (including without limitation claims against the Releasees for any personal injury, death or property loss, damage or theft incurred by any person, and losses suffered by the Releasees due to damage to the Fitness Center by the undersigned) asserted against, or suffered or incurred by, the Releasees and arising from or relating to, whether directly or indirectly, my use of the Fitness Center or activities in the Fitness Center, or

any property I may bring into the Fitness Center, or my violation of this Agreement, in each case **WHETHER OR NOT ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASEES, IT BEING MY INTENTION THAT THE FOREGOING INDEMNITY APPLY EVEN TO THE NEGLIGENCE (WHETHER SIMPLE OR GROSS) AND STRICT LIABILITY OF THE RELEASEES.**

WITHOUT LIMITING THE FOREGOING, THE FOREGOING WAIVER AND RELEASE AND INDEMNITY INCLUDES, WITHOUT LIMITATION, ANY AND ALL CLAIMS FOR ANY AND ALL INJURY, LOSS, ILLNESS, HARM, COST, EXPENSE, CLAIM, SUIT, OR DAMAGE RESULTING FROM OR RELATED TO THE PRESENCE OF ANY BACTERIA, VIRUS OR HARMFUL CONTAMINANTS IN THE FITNESS CENTER, AND THE CONTRACTION OF ANY DISEASE, ILLNESS OR OTHER HEALTH CONDITION IN CONNECTION THEREWITH, INCLUDING WITHOUT LIMITATION, THE NOVEL CORONAVIRUS DISEASE COMMONLY KNOWN AS COVID-19.

I further acknowledge that this Agreement binds me and my heirs, personal representatives, assigns and next of kin and inures to the benefit of said Releasees and their personal representatives, heirs, successors and assigns.

I agree that Owner or Manager may specify the hours and days of use and operation of the Fitness Center from time to time, and may modify, alter, improve or close, either temporarily or permanently, the Fitness Center from time to time, in each case in its sole discretion.

This Agreement contains the entire agreement of the undersigned regarding the Fitness Center, And it supersedes any prior or contemporaneous oral or written agreements of the undersigned regarding such matter. The protections, immunities, rights and benefits afforded to Owner or Manager or any other Releasees are cumulative of and are in addition to, and not exclusive of, those provided to Owner or such other parties under the tenant's or subtenant's lease of space in the Building. This Agreement may not be amended or waived except in a writing signed by Owner. This agreement shall be enforceable to the maximum extent permitted by applicable law. If any provision of this Agreement shall be invalid, illegal or unenforceable in any respect under applicable law, the validity, legality and unenforceable of the remaining provisions shall not be affected or impaired hereby. This Agreement shall be governed by the laws of the State of Texas.

I have read and voluntarily signed this Agreement without reliance upon any representation or statement by the Releasees. I further understand that by signing this Agreement, I voluntarily surrender certain legal rights.

Employee Signature

Date

Print Name

Male _____ Female _____

Tenant/Subtenant Name

Kastle Systems Access Card Number

Suite Number

Tenant Contact Signature of Witness/Approval of Employee Signature

EXHIBIT A

FITNESS CENTER RULES & REGULATIONS

- A Fitness Center License Agreement ("Agreement"), incorporating these rules and regulations by reference, must be signed by each user, authorized by the designated office manager, and returned to the Building management office prior to using the Fitness Center. Management reserves the right to update the language of the Agreement at any time and the most recent copy of the Agreement must be completed in order to gain access to the Fitness Center.
- The Fitness Center operational hours are Monday through Friday, 5:00 am to 9:00 pm, with the exception of holidays and other instances when the building is closed.
- The Fitness Center may be used only by employees of Tenants and Subtenants of 2000 West Loop South (the "Building"). Visitors may not use or enter the Fitness Center, and no persons under the age of 18 may use or enter the Fitness Center.
- Obtain approval from your physician prior to commencing or modifying an exercise program.
- No user may enter any portion for the Fitness Center designated for use by members of the opposite sex.
- Each user must keep noise levels to a minimum level acceptable for an office building environment. No audible radio or other electronic devices are permitted.
- Lockers are provided for the use of Fitness Center users while they are working out. All belongings must be removed by each Fitness Center user upon completion of his or her use of the Fitness Center in order to make the locker available for the next user. Articles left in unattended lockers will be discarded. The lockers are not intended to protect your valuables. Do not bring valuables to the Fitness Center. Building management and owner cannot be responsible for any lost or stolen articles.
- If a locker is unable to be opened either due to user error or mechanical failure with a user's items inside, the user must ask the on-duty trainer or management office for assistance if during building hours or if after hours, a user must call the after-hours number at 713-871-8252. A user may make no attempt to obtain their items from within the locker by forcing the lock, door, or any other part of the locker. The user will be responsible for the replacement cost of the locker if the user damages the locker in any way.
- During peak hours, or while others are waiting, each user's time on the Fitness Center equipment must be limited to a total of no more than 30 minutes in the aggregate.
- The equipment and facilities must be used only for their intended purposes.
- No equipment or facility shall be used unless the user is already familiar with its proper use.

- Each user is requested to pick up such user's towels, water bottles, newspapers, magazines or any other personal items immediately after use.
- Each user is required to wipe down each piece of equipment before and after use. Antibacterial wipes are provided for use within the Fitness Center.
- Each user must turn off electronic equipment when finished.
- Each user must promptly report each observed malfunction and need for repairs to the equipment and facilities to the Fitness Center attendant or building manager.
- Personal user hygiene must be practiced. Only clean, proper attire, including shirts, shorts and athletic shoes must be worn in the Fitness Center at all times. It is up to the discretion of the fitness center staff to decide if any clothing is inappropriate or disruptive to other users of the fitness center and the fitness center staff has the right to reasonably request the user correct the inappropriate attire.
- No food or beverages (except water) are allowed in the Fitness Center. No glass containers may be brought into the Fitness Center. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.**
- No smoking or tobacco use is allowed in the Fitness Center.
- Each user must observe all requirements and warnings of posted signs.
- Each user is responsible for any damage to the Fitness Center caused by such user including negligent, reckless, or willful actions.
- Building Manager or owner may deny or terminate access to the Fitness Center on the part of any individual at any time, whether with or without cause.
- Building Manager or owner expressly reserves the right from time to time and in its sole discretion to initiate, permit, change, cancel or discontinue classes or group activities.
- Each user must also comply with all general Building rules and regulations.
- Personal trainers not contracted by Owner may not train with clients within the Fitness Center.
- No cameras of any kind are allowed in any locker room at the Fitness Center.
- Fitness instructors not contracted by Owner may not provide fitness classes within the Fitness Center.
- To the extent of any conflict between the provisions of these Rules and Regulations, the provisions of the general Building Rules and Regulations, and the provisions or any posted signs, the provision which is the most restrictive against the user will prevail.
- No outside fitness equipment of any kind is allowed in the Fitness Center.

- Each user must obey signs and ordinances as posted and comply with social distancing.
- Users will NOT enter the Fitness Center if they have or have had a fever recently, sore throat, cough, sneezing, or displays other symptoms, or if they knowingly have been exposed to someone with COVID-19.
- Each user should sanitize their hands before entering the Fitness Center and upon exiting.
- The Fitness Center is card access for authorized tenant employees only.
- The Fitness Center does not provide supervision, instruction, or assistance for the use of the facilities and equipment.
- Each user agrees to observe and obey all posted rules and warnings, and further agrees to follow any oral instructions or directions given by building management representatives. Each user agrees to use the facilities in a safe and considerate manner. Building management may terminate any user of the Fitness Center in its sole discretion for any violation of rules and regulations.

Forward signed Agreement to: 2000WLSManagementOffice@transwestern.com

**2000 West Loop South Tenant
Insurance Requirements**

Please provide evidence of the following types of insurance:

Please refer to your current Lease Agreement for the required limits for Commercial General Liability, Automobile Liability, Excess Liability (Umbrella), and Worker's Compensation.

Property Insurance

Property insurance, written on a fire and extended perils basis, in an amount equal to the full replacement cost of Tenant's Property located in the Premises.

Notice of Cancellation

Each of the above policies will contain provisions giving Certificate Holder(s)/Additional Insured(s) at least thirty (30) days written notice of cancellation or reduction in coverage.

Minimum A.M. Best Rating: A8

Location

2000 West Loop South, Houston, TX 77027

The following names to be listed as ADDITIONALLY INSURED:

2000 West Loop, LP (Owner)

AND

Transwestern Property Company, SW GP, L.L.C. d/b/a Transwestern (Manager)

Certificate Holder Information:

2000 West Loop South, LP
2000 W Loop South
Suite 150 Houston, TX 77027

Contact Information

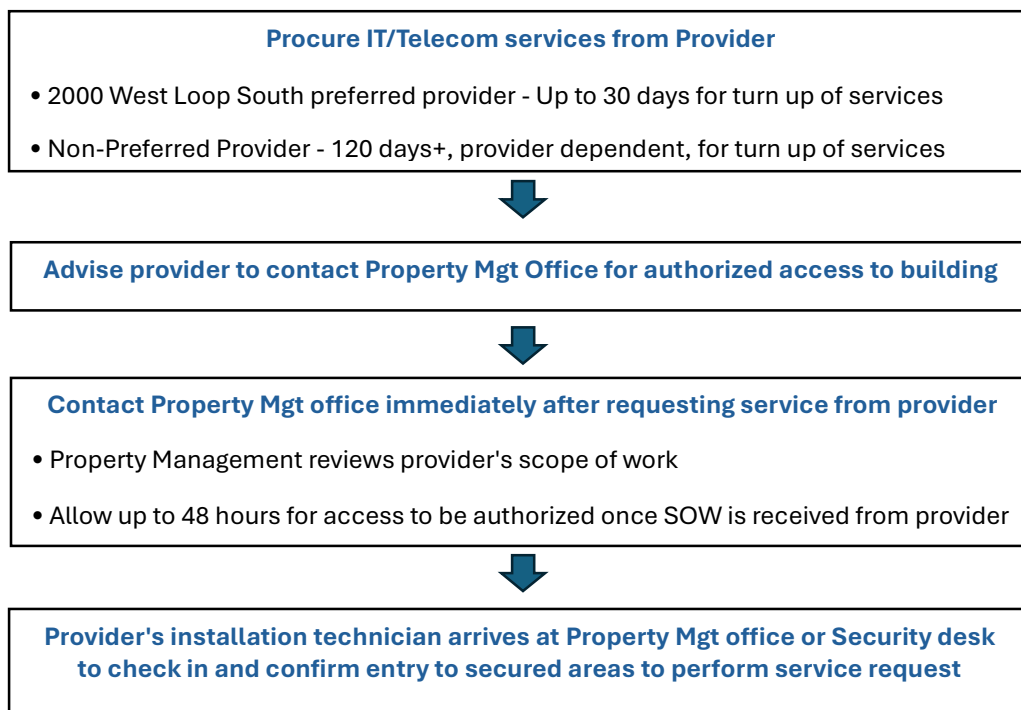
2000WLSmanagementoffice@transwestern.com
Phone: 713-871-8252

2000 West Loop South

Information Technology/Telecommunications Service Request Process

We understand that today's businesses rely heavily on secure, quick and constant access to information and technology. Therefore, we've outlined the process for you to quickly obtain information/telecommunications service for your new office.

New IT/telecom services to your office can take up to 120 days+ to complete, provider dependent. We highly advise procuring these services from our list of Preferred Providers who are already active in your building (see list attached or link below) so that your services can be connected quickly. Non-preferred providers can take 120 days+ to provide service, provider dependent.



Levels 12 and 13:

Due to the open ceiling on Levels 12 and 13, any and all cabling that has to run through the common areas of these two floors must be encased in a metal conduit and painted the following color: Sherwin Williams SW7070 Site White (finish: eggshell walls / flat ceilings). Please ensure this is noted in the plans submitted to the management office for approval to expedite the approval process.



2000 West Loop South
Suite 150
Houston, Texas 77027
Phone: 713.871.8252
Transwestern.com

2000 West Loop South TELECOM/INTERNET PROVIDERS

Below is a list of Telecom providers currently within the building. It is the tenant's responsibility to coordinate directly with their chosen provider. Should a provider of choice not be on this list, please contact the Property Management Office.

Provider	Contact Information
Logix Communications Telecom Services	Sharon Obrien – Site Contact 832-362-5631 sharon.obrien@logixcom.com
Cogent Communications	Jami Faraday - National Account manager 713-955-1393 fjami@cogentco.com www.cogentco.com
AT&T	Niandra B. - Small Business Sales Representative Customer Service: 888-944-0447 NB0315@att.com https://www.att.com/smallbusiness/shop/index.html
Comcast	Chris Boutris - Enterprise Account Executive 832-791-6375

TIER 3 INSURANCE REQUIREMENTS

The following Minimum Contractor/Subcontractor Insurance Requirements are based on risk exposure and scope of work.

RISK LEVEL: TIER 3

- | | | |
|-----------------------|--------------------------------------|---------------------------|
| ▪ HVAC Maintenance | ▪ Electrical | ▪ Fire/Life Safety System |
| ▪ Trash Haulers | ▪ Alarm Systems | ▪ Snow Removal |
| ▪ Plumbing | ▪ Concrete | ▪ Movers |
| ▪ Interior Sprinklers | ▪ Demolition Interior/Non-Structural | ▪ Framing Drywall |
| ▪ Asphalt | ▪ Carpentry | ▪ Locksmiths |
| ▪ Commercial Cleaning | | |

Minimum General Liability: \$1,000,000 Per Occurrence/\$2,000,000 Aggregate.

Minimum Umbrella Liability: \$2,000,000 Per Occurrence/\$2,000,000 Aggregate.

Minimum Automobile Liability: \$1,000,000 Combined Single Limit Each Occurrence covering owned, hired, and non-owned vehicles.

Minimum Workers' Compensation and Employers' Liability Insurance: Statutory/\$1,000,000.

Notice of Cancellation: Each of the above policies must contain provisions giving all additionally insureds at least thirty (30) days written notice of any alterations or cancellation of coverage.

Minimum A.M. Best Rating: A8

The insurance policies mentioned above must include a waiver of subrogation in favor of all additionally insureds, including officers, directors, shareholders, members, managers, partners, agents, affiliates, employees, and independent contractors.

Location

2000 West Loop South, Houston, TX 77027

The following names to be listed as ADDITIONALLY INSURED on the General Liability, Auto Liability, and Umbrella Liability policies:

CCI-2000 West Loop South, LP
Transwestern Property Company, SW GP, L.L.C. d/b/a Transwestern (Manager)

The policies must be primary and shall not contribute to any coverage held by an additional insured.

Certificate Holder Information:

CCI-2000 West Loop South, LP
c/o Transwestern Property Company SW GP, L.L.C. dba Transwestern
2000 West Loop South, Suite 150
Houston, TX 77027
Attn: Property Manager

Contact Information

2000WLSmanagementoffice@transwestern.com
Phone: 713-871-8252



TIER 3 INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED Company Name Company Mailing Address	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR	☒	☒				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	\$
	OTHER:							\$
A	☒ AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS	☒	☒				BODILY INJURY (Per person)	\$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB	☒	☒				EACH OCCURRENCE	\$ 2,000,000
	☐ CLAIMS-MADE						AGGREGATE	\$ 2,000,000
	DED ☐ RETENTION \$							\$
C	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		☒				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
D								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage**Additional Insureds:** CCI-2000 West Loop South, LP (Owner) and Transwestern Property Company, SW GP, L.L.C. d/b/a Transwestern (Manager)

The insurance policies mentioned above must include a waiver of subrogation in favor of all additionally insureds, including officers, directors, shareholders, members, managers, partners, agents, affiliates, employees, and independent contractors.

CERTIFICATE HOLDER**CANCELLATION**

CCI-2000 West Loop South, LP c/o Transwestern Property Company, SW GP, L.L.C. dba Transwestern 2000 West Loop South, Suite 150 Houston, TX 77027	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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2000 West Loop South

Below are several moving companies that have certificates of insurance on file currently with the management office, along with their contact information.

Please note the permitted moving hours are before 7 AM or after 6 PM Monday – Friday or anytime on weekends. Please ensure to coordinate with the management office and refer to the moving rules and procedures in the tenant handbook and form packet for further details.

Moving Company	Information
Pioneer	Tim Nerber – Senior Sales Executive 713-464-8200 timn@pioneercontract.com
Letourneau Interests	Arthur Keller – Sales 713-851-2028 amk@letourneaukeller.com
Armstrong Transfer & Storage Co.	800-288-7396 info@goarmstrong.com goarmstrong.com
Oler Relo Group	713- 939-1488 info@olerrelo.com olerrelo.com

Please contact the management office at 713-871-8252 or 2000WLSmanagementoffice@transwestern.com with any questions or concerns.

2000 West Loop South
Move-In / Move-Out Rules & Regulations

1. Arrangements must be made at least one (1) week in advance prior to any large move-in or move-out. All moving vendors must schedule an appointment with the management office to insure that all moving guidelines are thoroughly understood and strictly followed.
2. Under no circumstances will a move-in or move-out be performed without a current certificate of insurance from the vendor on file in the management office. Certificates must be made out as shown on the certificate of insurance sample document in the Forms section of this handbook. Each vendor must have comprehensive liability, a general umbrella and worker's compensation insurance.
3. All moves must be made on Saturdays and Sundays or after 6:00pm on weekdays.
4. Vendors must park in the building's loading dock for deliveries and pick-up's.
5. All floors along the project route, including the elevator cab floors, should be adequately protected with masonite board of a quarter inch thickness. Care should be taken to protect the doors, door jambs and walls.
6. A freight elevator will be made available for your exclusive use. Arrangements must first be made through the management office. All elevators must be adequately protected. It is understood that damages related to the move are the responsibility of the moving vendor.
7. Objects weighing in excess of 3,000 pounds and/or taller than 8'5" or wider than 3'5" will not be permitted on the elevator. Special arrangements must be made through the management office for the transportation of these items.
8. In the event a move should take more than one day, we request no trucks be left unattended.
9. All trash should be properly disposed of by the moving company immediately following the completion of the move. We are not responsible for the removal of trash which will generate charges to the tenant.
10. An inspection of the premises will be performed no later than twenty-four (24) hours prior to the move to inspect all steps, lobby travertine, elevators, corridor walls and carpet along the project route. The moving vendor will be held responsible for anything damaged by them or their agents.



2000 West Loop South
Suite 150
Houston, Texas 77027
Phone: 713.871.8252
Transwestern.com

FIRE WARDEN INFORMATION

“Fire Wardens play an essential role in assisting building occupants during an emergency. Their emergency preparedness, level head, and quick thinking allow them to provide practical instructions to calm occupants who may be in panic mode during an actual emergency.” – City of Houston

Tenant Fire Emergency Responsibilities

- Appointing a Fire Warden(s).
- The Fire Warden should appoint one or more assistants to act as back-up in case of absence and to assist them during an emergency. (**Note: all chosen should be individuals who are familiar with the names and faces of all employees in your office.**)
- The names of assigned Fire Wardens along with their Fire Warden Certificate, must be given to the Property Management Office and kept up to date.
- One Fire Warden is required per 7,500 sq ft.

Fire Warden Certificate

- Tenants can now take **the required High-Rise Certification Class Online.**
- At this time the City of Houston is offering the class free of charge, visit the website at **<https://www.houstonhighriseflstd.org/courses/high-rise-fire-warden-certification/>**.
- Once completed, please send a copy of the certificate awarded to **2000WLSmanagementoffice@transwestern.com**.

“Failure to comply with the Fire Code may subject you to the penalties prescribed by the Fire Code. Houston Fire Department Standard 07 specifies that all tenants shall make available employees for Fire Warden Certification training. Failure to do so is violation of the Houston Fire Code, Section 404.2, and is punishable by a fine of not less than \$500, nor more than \$2,000. Per day.” – City of Houston

Please contact the management office at 713-871-8252 or 2000WLSmanagementoffice@transwestern.com with any questions or concerns.



2000 West Loop South
Suite 150
Houston, Texas 77027
Phone: 713.871.8252
Transwestern.com

2000 West Loop South AFTER HOURS AIR CONDITIONING REQUEST

Air conditioning is supplied to all 2000 West Loop South tenants at no cost from Monday through Friday, from 7:00am through 6:00pm, except for Building Holidays. It is also offered at no cost on Saturdays from 8:00am through 1:00pm but must be requested in advance.

Air conditioning that is needed outside of these hours is considered overtime air conditioning, and the tenant will be charged \$25 per hour (subject to change), plus a \$10 administrative fee. Any tenant requesting overtime air conditioning, must have this form signed by an authorized tenant representative.

Please submit this completed form to the Property Management office, Suite 150, before 2:00pm on weekdays. If the form is submitted after 2:00pm on a weekday or at any time over a weekend or Holiday, there will be an additional charge of \$70, which includes 2 hours minimum time for the On Call Engineer to program the requested overtime air conditioning.

TENANT: _____ SUITE: _____

DATE AIR CONDITIONING IS NEEDED: _____ Su M T W Th F Sa

TIME AIR CONDITIONING IS NEEDED

START TIME _____ AM PM END TIME _____ AM PM

By signing this form, I acknowledge the \$35.00 per hour rate plus the \$10 admin fee for the requested overtime air conditioning. I also acknowledge that if this form is submitted after 2:00PM on a weekday or at any time over a weekend or Holiday, it will incur an additional charge of \$70.

AUTHORIZED SIGNATURE _____

PRINTED NAME _____ DATE _____

Property Management Use Only

Form Received By: _____ In Hand Email Fax

Date Received: _____ Time Received: _____

Total # of HVAC Hours: _____ HVAC Cost: _____ Admin Fee: _____

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE
SUITE 150 OR 2000WLSManagementOffice@TRANSWESTERN.COM**



2000 West Loop South, Suite 150
Houston, Texas 77027
Phone 713-871-8252
transwestern.com

MEMO

TO Tenants at 2000 West Loop South
FROM Management Office
RE Rental Payment Instructions

Option One:

For Payment via Wire Transfer:

Bank Name: American Bank of Commerce
Bank Routing Number (ABA): 111323922
Account Name: CCI-2000 West Loop South LP
Account Number: 41575083

Please include the account name and suite number when submitting payment via wire transfer.

Option Two:

For Payment via ClickPay:

You should have recently received an email from ClickPay, which is a convenient and secure online platform to help manage, pay, and track your payments all in one place. ClickPay's portal comes with the highest level of compliance and bank grade security, keeping you and your data safe.

To sign up, open the ClickPay email you received and follow the steps below:

1. Click **Register** and then create your online profile with ClickPay.
2. Connect your unit using your account number or your street address and zip code.
3. Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

These two options are the only two payment methods accepted for rental payments.

If you have any questions or concerns, please contact the Management Office at 713-871-8252.

Parking Rules & Regulations

Reserved Parking Spaces

Reserved parking spaces are strictly assigned to specific individuals. Parking in a reserved space without authorization is prohibited at all times. Unauthorized vehicles are subject to enforcement measures, including towing at the vehicle owner's expense. Repeated violations will be addressed accordingly.

Tenant Parking Information

Tenants may request a list of employees assigned to reserved parking spaces within their organization by contacting the Management Office at 2000WLSmanagementoffice@transwestern.com or the Parking Manager at rdelarosa@aceparking.com.

Visitor Parking

2-hour visitor parking is available on the ground level for short-term visits. Visitors remaining on the property for more than two (2) hours must utilize designated contract parking areas and follow posted signage.

General Parking Guidelines

All vehicles must be parked within designated parking spaces. Vehicles parked in unauthorized areas, including fire lanes, drive aisles, or restricted zones, may be subject to citation or removal. The property is not responsible for loss or damage to vehicles or their contents.

Safety and Security

For your safety, always lock your vehicle when unattended and keep valuables out of sight.

Compliance with these rules is required for all tenants and visitors. Management reserves the right to enforce all parking policies to maintain a safe and efficient environment.