

SECTION FOUR

BUILDING PROTOCOLS

CHANGES TO PREMISES

If after initial occupancy Tenants wish to make changes to their premises, then approval from the Landlord must be obtained prior to any alterations to existing tenant space. Information about the building and the conditions that govern tenant premise alterations can be obtained by calling the Property Manager at **(416) 363-9924**.

RENT REMITTANCE

Rent and tenant charges are due and payable on the first day of each month. All cheques should be made payable to GWL Realty Advisors Inc. and delivered to the Property Management Office at:

**33 Yonge Street
Suite 418
Toronto, Ontario,
M5E 1G4**

Late fees will accrue on the unpaid amount from the due date to the date of payment at the rate per annum, which is four percent (4%) above Prime.

LEASING

Should you have a requirement for additional space during the course of your lease term, please contact Michelle Way, Director, Leasing at **(416) 552-5144**.

INSURANCE

Please remember to forward a copy of your current Insurance Certificate relating to your premises to our office. If there are any questions in this regard, contact the Property Manager at **(416) 363-9924**.

TELEPHONE INTERCONNECT REGULATIONS

Each floor is equipped with facilities for installing telephone equipment. Your technician should report to your suite prior to commencing work. The Tenant Service Centre should be notified at least 24 hours in advance to arrange for access.

The Landlord's consent must be obtained before any work commences. The interconnecting company name and contact person must be supplied at this time. Switchgear equipment should be located in the Tenant's premises. No equipment is to be located in the Base Building telephone rooms.

All overhead cable must be run in conduit, all sleeves run through "rated" partitions, and must be adequately packaged as per current building codes unless plenum rated cable is used.

Tenants are liable for all repair costs to leasehold and base building improvements or fixtures damaged as a result of the installation. This includes, but is not limited to ceiling tiles, partitions, carpeting, bulkhead, and floor outlets.

Only the base building Electrician is permitted to perform any electrical work within the property. Arrangements for service can be made through the Tenant Service Centre at **(416) 363-9924**. Access to other Tenant's premises during any construction must also be coordinated through the Tenant Service Centre, at least 72 hours prior to construction.

SATELLITE AND INTERNET PROTOCOL

All tenants should contact the Property Management office prior to the installation of any Satellite antennae or cabling into your premises. Any cable installation that requires the use of the Building Riser System must be approved and authorized through the Property Management office.

There will be a monthly charge added to the current rent structure for any Satellite or other rooftop installations. Any such installations require that a signed agreement be completed with our office.

Please contact the Property Management office for further information on this subject.