

Two Riverway

TENANT MANUAL



**Stream Realty Partners - Houston, LP
Two Riverway, Suite 1050
Houston, Texas 77056
Phone: 713-626-7100
Fax: 713-626-7103**

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INTRODUCTION

This manual is provided to help familiarize you with Two Riverway's staff, policies, and emergency plan. Also included at the back of the manual are several forms used for various tenant requests. Please feel free to copy any of these forms as needed. Several of the forms are designed to provide information to the management office.

Two Riverway is a 369,479 square foot, 17 level office building located at Two Riverway, Houston, Texas 77056.

MANAGEMENT STAFF

Property Manager:	Michael Kent
Assistant Property Manager	Michelle Weishiemer
Property Administrator:	Corinna Sadler
Chief Building Engineer:	Steve Cannon

PROPERTY MANAGEMENT OFFICE

Stream Realty Partners - Houston, LP (building management) is located on the 10th floor, Suite 1050. The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The office telephone number is **713-626-7100**. After normal office hours, calls are answered by building courtesy officers. They will notify the appropriate party and your call will be handled accordingly.

All business concerning the building and building services should be directed to the Management Office.

Information for Property Management – Property Management requires certain information from tenants which helps to assist in emergencies, and provide for more efficient building operation. This information which should be updated periodically includes the following:

- 1) A list of tenant employees authorized to receive Access Cards which allows access to the building, elevators, and parking garage after normal operating hours. This list should be kept current as new employees come in and other employees leave.
- 2) Home/mobile telephone numbers of individual(s) to be contacted in case of emergency during non-working hours.
- 3) Email addresses of key personnel.

Necessary forms for above information are included in the last section of this manual.

This information should be updated on an annual basis to keep the property management files current.

I. MOVE-IN PROCEDURES

Prior to move-in, please communicate with property management regarding the following important details:

- 1) Date and time of move-in.
- 2) Special requirements including prior deliveries.
- 3) Name, contact and phone number of moving contractor.

Tenant's moving contractor is responsible for contacting property management ten (10) days prior to actual move-in to confirm details, procedures, and to provide proof of insurance.

General Procedures:

- 1) Service elevator will be reserved for the move-in. Hours available for move-in are as follows:

Mon. – Fri.: After 6:00 p.m. and before 6:00 a.m.

Weekends: All Day Saturday & Sunday (subject to any previous reservations).
- 2) All move-ins must be scheduled before 6:00 a.m. and after 6:00 p.m. on weekdays, or any time on Saturday or Sunday. No exceptions can be made to this rule.
- 3) Tenant's moving contractor is responsible for providing masonite or plywood to protect the floors & walls of the corridors and elevators.
- 4) Moving contractor personnel are required to use **ONLY** the service elevator for this move.
- 5) All trucks must park and unload at the loading dock, or as directed by the Property Management office. (Entrance is located on Woodway)
- 6) Tenant's moving contractor is responsible for removing all cartons, trash, etc., and for leaving the premises clean. Debris left in or around the building by tenant's moving contractor will be removed at the tenant's expense.
- 7) The Property Manager and the Building Engineer will inspect the premises, accompanied by the mover or tenant, prior to and after move-in to determine if the moving contractor caused any damages. Damage claims resulting from move-in will be billed to the tenant.
- 8) Building Management will issue keys and building Access Cards (upon receipt of required information) to the tenant, prior to the move-in.

MOVE-OUT PROCEDURES

While we don't anticipate that any of you will ever want to leave Two Riverway, the following guidelines are provided just in case this situation becomes applicable.

PRIOR TO MOVE-OUT:

Please communicate with Property Management regarding the following important details:

- 1) Submit written notification to Management at least 30 days prior to lease expiration.
- 2) Date & time of scheduled move
- 3) Name, contact and phone number of moving company
- 4) Special requirements
- 5) Forwarding address and phone number

Tenant's moving contractor is responsible for contacting property management ten (10) days prior to actual move-out to confirm details, procedures and to provide proof of insurance.

General Procedures:

- 1) Service elevator will be reserved for the move-out. Hours available for move-out and elevator reservations are as follows:

Mon. – Fri.: After 6:00 p.m. and before 6:00 a.m.

Weekends: All Day Saturday & Sunday (subject to any previous reservations)

- 2) All move-outs must be scheduled after 6:00 p.m. on weekdays or any time on Saturday or Sunday. No exceptions will be granted to this rule.
- 3) All trucks must load at the loading dock, or as directed by the Property Management office.
- 4) Tenant's moving contractor is responsible for removing all cartons, trash, etc., and for leaving the premises clean. Debris left in or around the building by tenant's moving contractor will be removed at the tenant's expense and deducted from the security deposit or invoiced to the tenant.
- 5) Tenant's moving contractor is responsible for providing masonite to protect the floors and wall covering and elevators.
- 6) The Property Manager will inspect the premises prior to and after move-out to determine if the moving contractor caused any damages. Damage claims resulting from move-out will be billed to the tenant or deducted from the security deposit.

- 7) Moving contractor personnel are required to use **ONLY** the service elevator during the move-out.
- 8) All keys, mailbox keys, and access cards must be returned to the Property Manager upon completion of the move-out. Non-returned cards and keys will be deducted from the security deposit or invoiced to the tenant.

II. BUILDING OPERATING PROCEDURES

RENT AND MISCELLANEOUS CHARGES

Under the terms of each Lease Agreement, rental payments are due and payable, **without demand**, on or before the **first** day of each month. Please mail your remittance to the address indicated below, or you may contact the Management Office for wiring and ACH payment instructions.

Miscellaneous charges such as work orders and overtime HVAC will be listed on a Tenant Billing Agreement, which will be approved in advance by the tenant. Such charges will be included on the tenant's monthly statement and a copy of the Tenant Billing Agreement will be attached.

All checks should be made payable to **Two Riverway Holdings, LLC**. **Please do NOT make checks payable to Stream Realty.**

Please detail the amounts paid and invoice numbers where applicable and send to this address:

**Two Riverway Holdings, LLC
P.O. Box 731040
Dallas, TX 75373-1040**

ACCESS CARDS:

In order to control access to the building, parking garage and elevators, tenants will be required to have a special access card. These cards may be obtained from the Building Management office. Since it is the tenant's responsibility to keep up with these cards, it is advised that you return the access card of any of your employees who leave your company. In order to control building access, the Management office **must** be notified to revoke the cards of anyone who should be denied access, or has lost a card.

If an access card is damaged or lost, the replacement cost, unless otherwise stated in the lease, is \$35.00 per card and \$5.00 for each access card reassigned or reactivated. An Access Card Request form is located in the last section of this manual.

KEYS:

Keys will be issued to new occupants of the building as specified in your lease agreement. Tenants may not alter their locks in any manner without the prior written consent of the Landlord. Dead bolt locks are prohibited by City Code. Other locks may not be installed without prior consent of Landlord.

Additional keys must be ordered through the Building Management office. Tenants are prohibited from duplicating suite keys.

BUILDING DIRECTORY/TENANT SIGNAGE

Initial building directory listings are supplied to the tenant without charge as designated in your Lease. Pursuant to the Lease Agreement, additions and changes should be forwarded to the Management office in **written form**. A charge will apply for any changes following the initial installation.

The initial suite identification signage will be provided at no charge. Graphics, signage or identification other than building standard is not permitted unless defined in the lease or approved by the Landlord in advance. Building regulations specify a uniform lettering system for multi-tenant floors. Any variation in logo/graphics must be approved by the Landlord.

Per the Building Rules and Regulations, which are a part of all lease agreements, no posters, logos, or any non-approved signage may be placed on any portion of the walls or windows which face the corridor or exterior of the building. Any items of this nature must be approved in writing by the Landlord.

Request forms for directory listings and door graphics are located in the last section of this manual.

MAIL SERVICE

Upon move-in, you will be assigned a mailbox in the Mail Room located on the west end of the first floor. One key will be issued to you for this box. Additional keys are available for a minimal charge. The U.S. Post Office has their pickup times posted on the drop boxes.

Mail should be addressed to each tenant as follows:

Tenant Name
Individual's Name
Two Riverway, Suite #
Houston, Texas 77056

Federal Express and DHL mail drop boxes are located in the Mail Room, adjacent to the mail boxes. Each service has their pick-up time posted on their box. UPS collects packages twice daily from the loading dock guard station.

NEW TENANTS

To arrange for a new mailbox (new tenants only) the following steps will assure a smooth transition.

1. 2-3 weeks before move-in, file an address change with the U.S. Post Office.
2. Contact the management office for your new mailbox assignment and key.
3. Duplicate keys can only be obtained through the management office, for an additional charge.
4. If keys are lost, contact the management office to arrange for a lock change. This cost will be billed to your firm.

JANITORIAL SERVICES

Building-standard janitorial services are provided for all offices. Offices are cleaned during normal business hours. Cleaning crews are in the building Monday through Friday, except holidays. Extra janitorial services are available to tenants, through the Janitorial contractor, on an additional charge basis. Examples of extra services are:

- 1) Moving or transferring storage cases or filing cabinets;
- 2) Removal of unusually large quantities of trash;
- 3) Shampooing of carpets;
- 4) Cleaning upholstered furniture;
- 5) Polishing special materials, i.e. brass, copper, etc.

If the cleaning contractor neglects to provide the normal janitorial services, please contact the Building Management office to report the problem. Reporting such problems in a specific, timely manner helps us to better address the oversight.

BUILDING ACCESS CONTROL & SECURITY

Security Gates:

Parking garage gates are located at the Riverway Drive entry, the Northwest (Red Walls) entry/exit and the Woodway entry/exit. The hours that the gates will be locked down are 6:00 pm until 6:00 am Monday through Friday and all day weekends and holidays. After hours, tenants may access the garage by using their Access Card at the card reader near the Riverway Drive gate.

Cooperating in advising the Building Management office of any unusual circumstances, such as suspicious persons on your floor or stolen property, is appreciated.

If an emergency situation arises call **911 immediately**, then notify Building Management at 713-626-7100.

Visitor Access After-Hours:

The building hours of operation are from 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 1:00 p.m. on Saturdays excluding holidays. Access at all other times is provided via the security card access system. Because of the after-hours access restriction at Two Riverway, it will be each tenant's responsibility to notify their visitors of the building's business hours. If a visitor or client is expected after hours, they are required to park their vehicles in the areas designated for Visitor Parking in the garage. However, the tenant is required to come to the first floor lobby to give them access to the building and elevators.

SECURITY IS EVERYONE'S RESPONSIBILITY

Valuables should be stored in a safe place and doors should be locked after hours. The Property Management office should be contacted if any strangers behaving in a suspicious manner are noticed in your office or common areas. Only with the tenant's cooperation can a safe building environment be maintained.

Please be aware that some of the common areas of the building and parking garage may be electronically monitored 24 hours each day.

DELIVERIES

All deliveries are to be made via the loading dock and freight elevator. No carts are allowed in the lobby or on passenger elevators.

All materials must be taken directly to the delivery destination. It is not permitted for materials of any kind to be stored or stacked in hallways or loading areas. Materials found in these areas will be removed and disposed of at the Tenant's expense. Movement of materials should be by rubber-wheeled carts where possible and handled in such a way as not to cause damage to elevators, painted surfaces, floors or walls. Cost of repairing damage caused by material movement will be the responsibility of the owner of the material. All damage must be reported to the Property Management Office for evaluation and billing information.

Moving of furniture and office equipment is prohibited during business hours and must be completed after 6:00 p.m. or before 6:00 a.m. Monday through Friday, or anytime on weekends. In order to schedule furniture deliveries and/or moves, all tenants will need to call the management office to reserve the service elevator. Reservations will be recorded on a first come/first serve basis and at times it may be necessary to share the elevator with other contractors.

REMOVING ITEMS FROM THE BUILDING

The management personnel require that the moving of furniture or office equipment, in or out of the building, to be approved 24 hours in advance with the management office. To obtain approval to move furniture in or out of the building, an authorized representative from your suite will need to call the management office. All moves must be scheduled for after-hours which are defined as being after 6:00 p.m. and before 6:00 a.m. on weekdays or anytime on weekends. In the event your move has not been cleared in advance with the management office, you may not access the service elevator and you must contact the management office on the next business day to schedule your move. Management personnel will not be contacted for these matters after normal business hours.

Tenants must make arrangements for moves no later than 24 hours in advance of the furniture/equipment removal.

OPERATIONS AND MAINTENANCE SERVICES

Heating and air conditioning are provided Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday per your lease, excluding holidays.

The following examples are services provided as Building Standard items at no cost to each tenant:

- 1) Thermostat adjustment.
- 2) Repair of all base building and building standard light fixtures.
- 3) Maintenance and repair of base building mechanical systems.
- 4) Elevator repairs or adjustments.
- 5) Building standard light bulb changes in tenant spaces and common areas.

The following examples are above standard services provided at a reasonable cost:

- 1) After hours air conditioning/heating.
- 2) Changes to building directory listings.
- 3) Installation of door closures.
- 4) Installation of electrical outlets.
- 5) Installation of additional or re-keyed lock sets.
- 6) Duplicate keys.
- 7) Alterations or remodeling work.
- 8) Non-building standard light bulbs.
- 9) Exterminating in your suite.
- 10) Painting

Please contact the Property Management office for any of the above services or for information about other services that may be required.

SERVICE CALLS

To report problems, please utilize the automated work order system via the building website, www.tworiverway.com. Please be as timely as possible when reporting a problem. This assists Building Management in resolving the problem and reduces unnecessary delays. Every effort will be made to address the problem in a reasonable amount of time.

OVERTIME HVAC

Normal operating hours for the heating and air conditioning system are provided Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday per your lease, excluding holidays. Should heating and air conditioning be needed during off-hours, a standard rate as outlined in the lease will be charged to the tenant, with a minimum usage of one hour. All requests for After Hours Air Conditioning must be requested utilizing the automated work order system via the building website, www.tworiverway.com by 3:00 p.m. on the day desired for weekday requests, or by 12:00 noon on the last day before a weekend or holiday service.

ELEVATORS

Eight (8) passenger elevators serve the Building Tower. Four (4) passenger elevators serve the Parking Garage. One (1) freight elevator serves the Building Tower.

If at any time you experience problems with the elevators, please contact the management office at 713-626-7100 to report the trouble.

Elevator Emergencies

Should you ever be trapped in one of the elevators, please remain calm. If you are in the building, open the telephone box and push the "Emergency Call" button. If you are in the garage, the "Emergency Call" button is located on the exposed elevator panel.

In the event of a power outage or fire alarm, the elevators will automatically return to the Lobby level where the doors will open and all elevators will then be out of service.

EMERGENCY STAIRWELL EXITS

The office building has two (2) emergency exit stairwells. For safety reasons please instruct your employees to utilize the stairwells during fire evacuations and power outages. The elevators are never to be used for emergency evacuations.

EMERGENCY FIRE DETECTION/SUPPRESSION EQUIPMENT

The building is equipped with fire detection equipment and is fully sprinkled.

ALTERATIONS TO SUITE

In accordance with the Lease Agreements, all requests to remodel your suite must be made in writing to the management office. Tenants are not permitted to utilize their own contractors unless the contractor is pre-approved by the management office.

III. EMERGENCY INFORMATION

BOMB THREAT EMERGENCIES

The majority of bomb threats are false alarms meant to disrupt the normal work of a person or company. However, at no time should any threat be regarded as just another false alarm. The following **guide** will be useful. **When a bomb threat is received, there are several things to do:**

1. **Obtain as much information from the caller as possible then call 911 immediately.**

The following are typical questions to ask:

- ASK**
- a) WHEN? Will it Detonate?
 - b) WHERE? Is it Located?
 - c) WHAT? Type of Bomb is it?
 - d) WHY? Are you doing this?
 - e) WHO? Are you?

- NOTE**
- a) Time of Call
 - b) Exact Words of Caller
 - c) Male____ Female____
 - d) Does the Caller have an Accent?
 - e) Voice_____
 - f) Speech_____
 - g) Is the Caller Intoxicated?
 - h) Background Noises_____
 - i) Is the voice Familiar?
 - j) Time the Call is Terminated

2. Tell the caller the building is occupied and it might cause the deaths of many innocent people.
3. At the conclusion of the call, call 911, then call Building Management:

Two Riverway Management Office: 713-626-7100

4. Immediately cease any operation of radio or other electronic equipment such as paging systems, walkie-talkies, mobile phones, PDAs, etc. Such equipment can cause premature bomb detonation.
5. Notify your supervisor about the "Bomb Threat Call." **DO NOT discuss the bomb threat with anyone other than building management, police, or your supervisor.**
6. Quickly and thoroughly search your company area for suspicious, unusual or foreign items. Do not touch, move, jar, disturb, or cover any suspicious items that are found. Leave the

area and report any finds to the Police and the Property Management office.

7. **PLEASE BE ADVISED THAT THE FIRE DEPARTMENT, POLICE DEPARTMENT, AND/OR, BUILDING MANAGEMENT, IN CONJUNCTION WITH YOUR COMPANY EXECUTIVES MAY MAKE THE DECISION TO VACATE YOUR FLOOR(S), IN THE EVENT OF A BOMB THREAT.**
8. If relocation is necessary, as determined by the above parties, the Property Management office will notify you to relocate using the Emergency Plan.
9. Following the conclusion of the "Bomb Threat Call" emergency, prepare a brief written report of your efforts and actions in response to the emergency including any special problems or incidents that you experienced. Submit the report to the Management office.

EXPLOSIONS

If an explosion occurs, report the explosion to 911, then Building Management, 713-626-7100. Give the Manager the following information:

1. Your name, location & phone number
2. Exact location of the explosion
3. Probable cause of the explosion
4. Any reasons you have to believe the explosion was caused by a bomb.
5. Extent of casualties and number and type of injuries.
6. Whether explosion caused a fire, if so, location of fire.

You should move or evacuate employees and visitors from your tenant area(s) if necessary.

Within 24 hours prepare a brief written report describing the emergency, including any special problems or incidents experienced.

NATURAL DISASTERS OR OTHER EMERGENCIES

HURRICANE WARNING

A hurricane warning means a hurricane is expected to strike the area within 24 hours. The Management office will notify all tenants with the latest information available regarding an imminent hurricane.

TORNADOES OR FUNNEL CLOUDS

In most cases advance warning in the event of a tornado is not possible. Therefore, if a tornado is sighted approaching the building, notify the Management office and begin moving your people towards core area rooms, including rest rooms and stairwells in the building. The greatest danger will be that of flying glass and objects; therefore, attempt to locate where the maximum number of walls are between you and the exterior of the building.

ACTION TO BE TAKEN FOR HURRICANES AND TORNADOES:

1. Get away from the perimeter of the building and all exterior glass.
2. Leave your exterior office and close the door.
3. Go to an interior place without windows or glass.
4. Sit down and put your head as close to your lap as possible.
5. **DO NOT** go to the first floor lobby or outside the building.

IF YOU ARE TRAPPED IN AN OUTSIDE OFFICE:

1. Seek protection under a desk.

KEEP CALM:

1. Keep your radio or television set tuned to a local station for information.
2. Do not use the telephone to get information or advice. Keep the lines open for emergency calls only. Public Address announcements will be made when it is safe to do so.
3. Information and directions will be broadcast via the building public address system when it is safe for building personnel to do so.

ELECTRICAL POWER OUTAGE

Two Riverway is equipped with an emergency generator system that will power certain building systems during a power outage. These systems include all alarm and fire-safety systems, limited emergency lighting on each floor and several elevators. All other elevators will be automatically lowered to the main lobby and the doors will open. If an outage is of short duration, it should cause little concern. If it is of longer duration, however, you may desire to leave the building via the available stairways.

TWO RIVERWAY

Two Riverway, Suite 1050

Houston, TX 77056

Phone: (713) 626-7100

Fax: (713) 626-7103

AUTHORIZED TENANT CONTACT INFORMATION

Tenant: _____ Phone: _____
Address: _____ Fax: _____
_____ Website: _____

Type of Business: _____

Principals:

Tenant Contacts:
1) _____
Phone: _____
Email : _____
2) _____
Phone: _____
Email : _____

Principal Contacts:
1) _____
Phone: _____
Email : _____
2) _____
Phone: _____
Email : _____

After Hours Emergency Contacts:
Name: _____ Home Phone: _____
Alternate Phone: _____
Name: _____ Home Phone: _____
Alternate Phone: _____

Persons in your organization authorized to request above standard building services such as access cards, after-hours A/C; new locks/keys; re-keying of locks; additional janitorial:

Persons who are mobility impaired, needing assistance in emergency situations:

Two Riverway

After Hours Parking Garage and Building Access Card Request

Employee

CHECK ALL THAT APPLY:

New Card Request: _____

Card Replacement/Lost: _____

Card Deactivation: _____

New Parking Decal Sticker: _____

Card Reactivation/Reassigned: _____

Update Vehicle Information: _____

Provide Card #: _____

Add Additional Vehicle Information: _____

PLEASE PRINT LEGIBLY

Company Name: _____ Suite #: _____

Employee Name: _____ Phone: _____ Ext.: _____

Employee Parking Vehicle Description: *(If not applicable, please indicate below: Rental, Bus, Other, or TBA)*

Vehicle #1 Make / Model: _____ / _____

Year / Color: _____ / _____

License Plate: _____

(Office Use) Decal: _____

Vehicle #2 Make / Model: _____ / _____

Year / Color: _____ / _____

License Plate: _____

(Office Use) Decal: _____

The undersigned acknowledges that only registered persons are authorized to use the access card. The undersigned also acknowledges and affirms that the above information is correct and that any change or variance to the above information must be made in writing. A \$35.00 fee is required for each new/replacement access card. A \$5.00 fee is required for each card reactivation / reassigned.

Cardholder Signature: _____ Date: _____

Authorized Tenant Representative Use Only

Authorized Tenant Representative Signature: _____ Date: _____

Print Name and Job Title: _____

Building Use Only

Completed By: _____ Date Updated/Activated: _____

Card Code/Number: _____ Fee: \$ _____ Date Card Returned/Deleted: _____

TWO RIVERWAY

Two Riverway, Suite 1050

Houston, TX 77056

Phone: (713) 626-7100

Fax: (713) 626-7103

AFTER HOURS AIR CONDITIONING / HEATING REQUEST FORM

TENANT NAME: _____

DATE: _____

SUITE NUMBER: _____

Please provide air conditioning / heating on the dates and times stated below:

Day of Week	Date	Hours		Total Hours	TOTAL COST
		(State AM or PM)			
		From	To		
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTALS					

I understand there is a charge per hour per floor for after-hours HVAC and I am authorized to make this request.

Authorized Tenant Signature

Date

Authorized Tenant Name: Please Print

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Two Riverway, Suite 1050
Houston, TX 77056
Phone: (713) 626-7100 Fax: (713) 626-7103

COMPANY DIRECTORY REQUEST FORM

TENANT:

SUITE :

INDIVIDUALS:

Authorized Tenant Signature

Date

Authorized Tenant Name: Please Print

TWO RIVERWAY

Two Riverway, Suite 1050
Houston, TX 77056
Phone: (713) 626-7100 Fax: (713) 626-7103

DOOR GRAPHIC REQUEST FORM

Two Riverway Building Standard Door Graphics

(Tenant Suite Number)

(Tenant Name)

Authorized Tenant Signature

Date

Authorized Tenant Name: Please Print

TO:

FROM:

TWO RIVERWAY MGMT. OFFICE:

STREAM REALTY

SUITE 1050 - (713) 626-7100

WELCOME

PLEASE COMPLETE THE OPPOSITE

SIDE TO ASSIST US IN PROVIDING

EFFICIENT AND ACCURATE DELIVERY

PLEASE DO NOT REMOVE

MAIL CARRIER

DO NOT

LEAVE ANY MAIL

VACANT

VACANT

VACANT

TO MAIL CARRIER OF

Two Riverway

Houston, TX 77056

(YOUR NEW ADDRESS)

Two Riverway

Suite Number: _____

Houston, TX 77056

BEGINNING

(DATE)

THE FOLLOWING NAMES WILL RECEIVE
MAIL AT THIS ADDRESS:

TO BE REMOVED

BY MAIL CARRIER OR

TAKEN TO MANAGEMENT OFFICE

ATTENTION

THIS BOX IS NOW

OCCUPIED

PRODUCER FAX

Attn: Ext:

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

COMPANIES AFFORDING COVERAGE

INSURED

COMPANY LETTER A
COMPANY LETTER B
COMPANY LETTER C
COMPANY LETTER D
COMPANY LETTER E

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN 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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT.	CP 9301 803	01/01/00	12/31/2010	GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG. \$ 2,000,000 PERSONAL & ADV. INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED. EXPENSE (Any one person) \$ 5,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	BA 9301 803	01/01/00	12/31/01	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
A	EXCESS ILIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA	UL 9301 802	01/01/00	12/31/2010	EACH OCCURRENCE 2,000,000 AGGREGATE 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC 9301 802	01/01/00	12/31/2010	STATUTORY LIMITS EACH ACCIDENT \$ 500,000 DISEASE - POLICY LIMIT \$ 500,000 DISEASE - EACH EMPLOYEE \$ 500,000
	OTHER				

DESCRIPTIONS OF OPERATIONS/OCATIONS/VEHICLES/SPECIAL ITEMS
 Two Riverway Holdings, LLC and Stream Realty Partners - Houston, L.P. are endorsed as Additional Insured Parties.

CERTIFICATE HOLDER

CANCELLATION

Two Riverway Holdings, LLC and Stream Realty Partners - Houston, L.P.
 Two Riverway
 Suite 1050
 Houston, Texas 77056

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

TWO RIVERWAY

Two Riverway, Suite 1050
Houston, TX 77056

Phone: (713) 626-7100

Fax: (713) 626-7103

ADDITIONAL KEYS REQUEST FORM

TENANT NAME: _____

DATE: _____

SUITE NUMBER: _____

	Location for Keys	Quantity	Total Cost
Additional Keys			\$
Additional Keys			\$
Additional Keys			\$
Additional Keys			\$
Additional Keys			\$
Additional Keys			\$
Additional Keys			\$
TOTALS:			\$

I understand there is a \$5.00 charge per key for each additional key and I am authorized to make this request.

Authorized Tenant Signature

Date

Authorized Tenant Name: Please Print