

Changes or Modifications.

Tenants are prohibited from making any changes / modifications, including painting walls or installing alarm systems and satellite dishes, without express written permission from the Property Manager.

Occupancy:

All Suites must be used in accordance with the Application for Tenancy Form, agreed to by tenant, for both business purposes and the number of occupants, if Landlord is not notified Lease may be terminated.

Business Environment:

We enforce a strict business protocol and will not tolerate any activity or behavior that we consider to be an infringement or nuisance to other tenants. Only Certified Service Animals are allowed on the property.

Phone Service:

For telephone installation please contact the customer service department of your provider of choice. The Landlord does not recommend any given provider. Many companies service this facility, among them:

Frontier	888-814-6412
LightSpar	972-774-0500
ATT	877-377-1246
Spectrum	214-687-1626

These & other companies provide tenants their Local, Long Distance, High speed Internet, T-1 Line, VOIP Tenant is responsible for phone maintenance and phone charges.

Phone Wiring & Maintenance Service:

Tenant is responsible for phone wiring and installation. Most suites have already been wired by Packet. Landlord recommends that tenant get bids from phone company and also from a wiring specialist who can be cheaper.

Wiring for ATT & Verizon	Nationwide Network	Trey Moore	972 733 - 3390
LightSpar	does its own wiring	Communication Services	Richard Berry 903 893 - 8578
		ClayCom Services	Clay Porter 214 458-1008

Tenant Insurance

Pursuant to your Lease Agreement, please provide a Certificate of Insurance. The Landlord must be listed as Certificate Holder and Additional Insured, (please see " Insurance Instructions").Lease Article 4.08 Waiver of Subrogation releases Landlord from any liability for any loss or damage to Tenant's property.

Rent :

With this "Welcome Letter" you will receive " Rent Payment / Late Fee / and Lockout Policy" that makes more accessible what is in legal terms in the "Lease Agreement".

As a remainder: Rent is Due on the **1st day of each month.** Rent is Late on the **2nd day** of each month.

Rent is Delinquent on the **5th day** of the month and a Late Fee of 10% will be assessed on the first 2 Late Payments. After the 2nd Late Payment , within a 12 month period, a Late Fee of 25% will be assessed.

No late fee will be assessed if postmark is dated on or before the 1st of the month.

Lockout Date for non-payment of rent is at the landlord's discretion.

Please make check payable to: **Custer Office Park** Include suite number on the memo section.

Send check to our Bank Lock Box: **Custer Office Park**
PO Box 671483
Dallas TX 75267-1483

Lock Box DOES NOT accept personal deliveries or deliveries by UPS - Fedex - DHL, it only accepts US Mail.

Again welcome to Custer Office Park I look forward to a long professional relationship with you.

Please do not hesitate to call me with any questions or concerns.

Sincerely

Alice McKinnon
Property Manager

Tenant Received this Welcome Letter	
Date:	_____ Suite# _____
Tenant's Name:	_____
Tenant's Initials:	_____

Disclaimer: Nothing in "Welcome Letter" modifies or changes any of the terms stated in " Lease Agreement".

You are advised to read " Lease Agreement" in its entirety and not rely solely on this "Welcome Letter".

Property Location
3400 Silverstone Dr. #112
Back of Strip Center (Custer and Parker)
Plano, Texas 75023-7843

Management and Leasing
Mon-Fri 8:30 am – 2:30 pm
972-769-0059 Fax: 972-418-1087
custer@metrom.us

New Tenant Welcome Information