

TENANT GUIDE

KEW BUILDINGS

255 FIFTH 11 WEST 25TH 227 WEST 29TH

Kew Management Corporation Buildings

New York City

1123 Broadway—The Townsend

1133 Broadway—The St. James

11 West 25th Street

255 Fifth Avenue

40 West 29th Street (Under Development)

227 West 29th Street

1422 St. Nicholas Avenue

1428 St. Nicholas Avenue

Long Island

220 Rabro Drive

New Jersey

Cloister Apartments

For additional information about Kew Management Corporation, building information, policies, and the latest news and developments, please visit our website at www.kewmanagement.com

Company policies, policy updates, and other important information can be found in the Tenant Section of the www.kewmanagement.com website.

KEW BUILDINGS TENANT GUIDE

255 FIFTH
11 WEST 25TH
227 WEST 29TH



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CONTACT INFORMATION

1.1

EMERGENCIES

911

For 11 West 25th Street and 255 Fifth Avenue:

Police Department (13th Precinct)
230 East 21st Street
New York, NY 10010
(212) 477-7411

For 227 West 29th Street:

Police Department (14th Precinct)
357 West 35th Street
New York, NY 10001
(212) 239-9811

1.2

MAINTENANCE ISSUES

You can submit work orders any time at
kewmanagement.workspeed.com

Monday to Friday, 9:00 a.m. – 5:30 p.m.: Contact the Kew
Office: (212) 255-3346

Other Times: Contact Kew's Emergency Answering Service:
(844) 539-6468 or (844) (KEW-MGMT)

1.3

BUILDING CONTACTS

11 West 25th Street

Gerson Garcia: (347) 329-7093

8:00 a.m. to 5:00 p.m. Weekdays

255 Fifth Avenue

Joseph Reiss: (917) 501-9880

8:00 a.m. to 5:00 p.m. Weekdays

227 West 29th Street

Kenneth Gugliucci: (917) 684-4410

8:00 a.m. to 5:00 p.m. Weekdays

1.4

KEW MANAGEMENT CONTACTS

KEW MANAGEMENT OFFICE

1123 Broadway, Suite 407

New York, NY 10010

(212) 255-3346

WEBSITE

kewmanagement.com

BUILDING SERVICES INQUIRIES

All maintenance issues can be reported directly on:

kewmanagement.workspeed.com

For all questions regarding building maintenance and repair during business hours:

Peter Dine, Vice President, Operations

pdine@kewmanagement.com

(212) 255-3346 ext. 129

or

Christian DiCroce, Assistant Property Manager

cdicroce@kewmanagement.com

(212) 255-3346 ext. 118

For all questions regarding building maintenance and repair after business hours and on weekends:

Kew's Emergency Answering Service
(844) 539-6468 or (844) (KEW-MGMT)

LEASING INQUIRIES

For all questions regarding new spaces, lease renewals, and lease expirations:

(212) 255-3346

BILLING INQUIRIES

For all questions regarding billing charges, real estate taxes, and other charges:

Lisa Austin, Director of Administration
laustin@kewmanagement.com
(212) 255-3346 ext. 116

TENANT LEASE SECURITY & RENT PAYMENT INQUIRIES

For all questions regarding security deposits, rent payments, and account status:

Dennis Winkler, Credit and Collections Supervisor
dwinkler@kewmanagement.com
(212) 255-3346 ext. 114

WEBSITE INQUIRIES

For all questions regarding updates:

Richard Falk, Director of Communications and Marketing
rfalk@kewmanagement.com
(212) 255-3346 ext. 120

BUSINESS CENTER

Located in 1133 Broadway, Room 221
center@kewmanagement.com
(212) 243-3600

OUR NEIGHBORHOOD

To keep up on neighborhood news, visit: ExperienceNomad.com

SECTION

2

PHOTO: © DAVID LUBARSKY

NOMAD DISTRICT

2.1

OUR NEIGHBORHOOD

The NoMad District is New York City's quintessential neighborhood that buzzes with a unique energy day and night. The streets are steeped in history and lined with handsome buildings, world-class hotels, wonderful restaurants, exciting nightspots, and unique retail shops. NoMad was the center of New York life in the Gilded Age, and the neighborhood has seen a major resurgence due to its fine architecture and the beautifully restored Madison Square Park.

Centrally located in Manhattan with easy access to the entire city, NoMad is the current hub of New York's creative and tech industries. It is surging with stunning new residential buildings, furthering NoMad's reputation as a live/work neighborhood.

Increasingly, celebrities and affluent professionals are residing here, and companies such as Tiffany, Sony, Anheuser-Busch, Grey, Zillow and Porcelanosa have relocated to NoMad, joining companies such as New York Life, Met Life, and CBS.

The area's hotels are setting a standard for the city and the world, and some of the country's leading chefs, such as Daniel Humm and Jonathan Benno, are serving up meals in NoMad's beautiful spaces.

NoMad is also home to unique retailers, such as Marimekko, Eataly, Todd Snyder, and Rizzoli. And at night, jazz and comedy clubs, rooftop bars, and dozens of world-class mixologists make NoMad an exciting scene.

SECTION



NEW TENANT INFORMATION

3.1

OFFICE KEYS

Once your lease has been executed and you have received a "room ready" notification and submitted an accepted COI, you must make an appointment for an orientation and to pick up keys to your new office. Kew Management does not keep copies of tenant keys. If you get locked out or forget/lose your keys, we will not be able to open your door.

3.2

TELEPHONE & INTERNET SERVICE

Kew Management does not supply telephone or Internet service. Service should be arranged through the following providers:

Verizon: (877) 728-7469, verizon.com/business

Spectrum (formerly TWC): (212) 358-0900, official.spectrum.com

3.3

TENANT ELECTRICITY

Where electricity is directly metered from Con Edison, it is the tenant's sole responsibility and obligation to notify Con Edison at

3.3 continued

(800) 752-6633 that electric energy is to be switched from Kew Management and billed to the tenant's own name and account. This is to be completed no later than five days from the execution of the lease.

Tenants can set up an account through the ConEd website at www.coned.com/en/services-and-outages/start-service. You can also email the executed lease to Con Edison at customerservice@coned.com. You will receive detailed instructions when you call to switch service. Failure to do so will result in an interruption of service.

3.4

TENANT MOVE-IN

Advance written authorization from Kew Management is required before a tenant may move into the buildings.

Moves are expected to be made through the freight entrance at 227 West 29th Street and the lobbies of 255 Fifth Avenue and 11 West 25th Street during regular freight hours (see Section 4.3). Moves after hours cost \$80 per hour, with a required minimum of four hours. You can make arrangements for special use of the freight elevator three days in advance by contacting Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

Tenants are required to submit to Kew Management a Certificate of Insurance (COI) from their moving contractors. See Certificate of Insurance, Section 5.9 for COI requirements.

Under "Insured," the Certificate must reflect your office address and suite number at our property for it to be valid.

All Certificates or policy terminations notices should be sent via email to Christian DiCroce, Assistant Property Manager at cdicroce@kewmanagement.com.

3.5

LOBBY DIRECTORY LISTINGS

Every tenant is entitled to a listing in the lobby directory. Directory listings are limited to the legal name of the tenant or any DBAs registered with the Kew Management office.

3.6

OFFICE DOORS

No office entrance doors from the hallways are to be replaced, physically altered, or painted. Tenants will be required to repair or replace damaged doors.

3.7

OFFICE SIGNS

Before you order signs for the exterior of your office they must be approved by Kew Management. Send a rendering of the proposed sign to Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com. Signs installed without prior approval are subject to removal. Any damage done to walls and/or doors as a result of unapproved signs will be repaired and the costs billed to the tenant.

3.8

ONLINE TENANT TOOLS

In the Tenant Center on the kewmanagement.com website, you will find two useful tools to help you:

ClickPay, which allows you to check your current account balance, view your statement, sign up for Ebill, and make payments online, at any time.

3.8 continued

Workspeed, which allows you to enter maintenance requests and track them).

Additionally, this section includes Kew phone numbers, important documents, tenant forms, information about the Business Center, a directory of tenants and their services, and tenant news.

3.9

PREMISES ALTERATIONS

Tenants must obtain written approval prior to the commencement of alterations to their premises. When planning alterations, additions or installations, tenants are required to submit the following information to Kew Management:

1. All plans, specifications, samples, etc.
2. Applicable trade licenses (i.e. plumbing and electrical) required by the City of New York.
3. Work permit(s).
4. Proper contractor's insurance including, but not limited to, worker's compensation, general liability, and personal and property damage insurance. In addition to the Certificate Holder.

See Certificate of Insurance, Section 5.9 for COI requirements.

Under "Insured," the Certificate must reflect your office address and suite number at our property for it to be valid.

All Certificates or policy terminations notices should be sent via email to Christian DiCroce, Assistant Property Manager at cdcroce@kewmanagement.com.

KNOT STANDARD

NEW YORK



SECTION



BUILDING HOURS & SECURITY

4.1

BUILDING HOURS & ENTRY SECURITY

Buildings are open 24/7. At 11 West 25th Street and 227 West 29th, the front door is always locked and requires a key code for entry. Please share this code only with your employees. Do not give codes to clients/customers, vendors, delivery companies or messengers. All visitors should ring the tenant's bell on the keypad to gain entry. At 255 Fifth Avenue, the front door is unlocked from 8:00 a.m. to 5:00 p.m. At other times, entry will be as described above.

Kew Management reserves the right to change key codes for security reasons. If you believe the code needs to be changed for security reasons, please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

4.2

FREIGHT HOURS & FREIGHT ENTRANCE ADDRESSES

Freight Hours: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
Freight Locations: At main address of each building.

4.2 continued

There is no freight service on weekdays after hours and no freight service at all on weekends, except by prior arrangement with Kew Management. After hours, the freight elevator fee is \$80 per hour, with a minimum of four hours. Special requests must be made three days in advance. Please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdcroce@kewmanagement.com.

Use of the freight elevator is on a first-come, first-served basis, and no promises can be made that the elevator will be available at the time needed. If you notify the office well in advance, we will try to avoid conflicts.

A Permission to Move Items In or Out form, signed by a member of the Kew office staff, authorizing the removal of the packages, bundles, boxes, cartons, etc. must be presented to the freight elevator operator.

4.3

EXITING WITH PARCELS

No large packages, especially those which require dollies or hand trucks, may be brought through the lobby of 227 West 29th, where there is a separate freight entrance.

All oversized packages, bundles, boxes, etc. that are too large to be removed through the passenger elevators are to be removed through the freight elevator. In the case of a package that must be removed through the freight elevator or a complete tenant move out, request a Permission to Move Items In or Out form at the Kew Management office or download one at the Tenant Center (kewmanagement.com/key-information/) on the kewmanagement.com site, fill it out, and bring it to the office for the mandatory sign off by a Kew staff member.

A completed form (signed by both the tenant and Kew Management) must be presented to the freight elevator operator.

4.4

HOLIDAY SERVICE SCHEDULE

The buildings are open every day of the year around the clock, but please note that there is no service elevator or maintenance available on major holidays, including:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

SECTION



GENERAL BUILDING POLICIES

5.1

HELPFUL ONLINE TOOLS

Kew Management is always seeking ways to make it easier for you to interact with us. The Kew website contains a dedicated Tenant Center (kewmanagement.com/tenant-center) to provide you with a single place to get help. Included in the section are two online services and many other tools that can make your tenancy easier.

5.2

PAYING RENT: CLICKPAY

The first service in the Tenant Center is **ClickPay**, which allows you to view your balance online at any time; choose the method of receiving your monthly rent statement; and pay your rent statements from your smart phone, computer, tablet or other media device. Payments can be made online by e-Check (ACH) from a bank account (Free) or by credit card (Fee).

If you have not done so, it is easy to set up an account. Just follow the instructions below.

1. Go to: kewmanagement.com/tenant-login/
2. Create your **online profile**

5.2 continued

3. Add **Your Unit** using the account number found on your current statement.
4. Add your **Payment Option** (e-Check for FREE or Credit Card for a FEE).
5. Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

For questions regarding online payments, contact **ClickPay**.

Online: clickpay.com/help

By email: support@clickpay.com

By phone: (800) 533-7901 (opt 1)

If you pay by Online Bill Pay, please notify your bank of the change in address immediately.

5.3

PAYING RENT: CHECK OR MONEY ORDER

If you want to pay your rent by paper check or money order, please mail payments with the remittance slip to this address:

Kew Management Corporation
P.O. Box 200
Emerson, NJ 07630

Please remember to write your account identifier in the notes section of your check.

5.4

MAKING MAINTENANCE REQUESTS

The second service in the Tenant Center is **Workspeed**, which is a system that will allow you to enter maintenance requests and check their progress. It also allows our property management team to keep track of tickets and monitor how quickly your requests are being addressed.

New users will receive a login and simple guide when their lease is entered in the system. Other tenants who need changes to their Workspeed account should contact Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdcroce@kewmanagement.com.

There is a helpful FAQ sheet that answers in detail many questions you may have. Please take time to read through it. You can download a copy at:
kewmanagement.com/key-information

5.5

OTHER ONLINE TOOLS

Also in the Tenant Section, kewmanagement.com/tenant you will find:

- Kew telephone numbers;
- Important documents;
- Tenant forms;
- Information about the Business Center;
- A directory of tenants and their services. (Any tenant that is not in the directory but would like to be, please contact Yessy Ortiz, Front Desk Coordinator, (212) 255-3346 ext. 110, yortiz@kewmanagement.com); and
- News about your fellow tenants and their achievements.

5.6

BUSINESS CENTER

St. James Building, Room 221
Hours: 8:00 a.m. – 6:00 p.m.
Phone: (212) 243-3600

Kew Management has long maintained a Business Center to meet the unique needs of our tenants and to help them be more competitive. Our goal is to provide services that tenants

5.6 continued

cannot complete in-house and to augment tenant staffs on an as-needed basis.

Services provided by The Business Center:

- Copying and printing
- Presentation and booklet preparation
- Shipping services
- Mail and package receiving services
- Scanning and shredding
- Messenger services
- Conference room rental, and much more

5.7

OFFICE KEYS

See New Tenant Information, Section 3.1.

5.8

TELEPHONE & INTERNET SERVICE

See New Tenant Information, Section 3.2.

5.9

CERTIFICATE OF INSURANCE

Every tenant company is required by its lease to maintain an updated Certificate of Insurance (COI) filed with Kew Management. The COI should comply with the suggested types of limits of insurance as per the specified provisions:

- General Liability
- Excess Liability/Umbrella
- Workers Compensation
- All Risk Property Insurance

In addition to the Certificate Holder, each certificate should list:

For 11 West 25th Street

Kew Management Corporation

11 West 25 LLC

1123 Broadway, Suite 407, New York, NY 10010

For 255 Fifth Avenue

Kew Management Corporation

255 Fifth LLC

1123 Broadway, Suite 407, New York, NY 10010

For 227 West 29th Street

Kew Management Corporation

227 West 29 LLC

1123 Broadway, Suite 407, New York, NY 10010

Under "Insured," the Certificate must reflect your office address and suite number at our property for it to be valid. You should also include an endorsement page along with your Certificate of Insurance when there is a change of address.

All certificates or policy termination notices should be sent via email to Christian DiCroce, Assistant Property Manager at cdicroce@kewmanagement.com.

5.10 TENANT ELECTRICITY

See New Tenant Information, Section 3.3.

5.11 OFFICE DOORS

Office doors are to be kept closed, except when being used to enter or exit the tenant space. Please observe this rule at all times to ensure the comfort of fellow tenants and to maintain a professional atmosphere. We recommend that when you leave your space, even for a short time, you should always lock your door.



5.12 WINDOWS

It is against the law to place objects of any kind (plants, thermometers, food, etc.) on the outside windowsills. This creates a potential hazard for people in the street below. Likewise, it is unlawful to throw anything out of the windows. If a tenant is caught doing either of the above, it will be considered a breach of the lease, and the tenant will be asked to vacate the building.

5.13 BUILDING TRASH & RECYCLING

NYC implemented a new recycling law as of August 1, 2017. All businesses and landlords in New York City are required to recycle certain materials and ensure to their best ability that those recyclable materials are properly handled.

All loft tenants are required to separately contract with IESI for trash removal.

It is suggested that you dispose of the waste in your office on a daily basis. Please do so in the appropriate bins at the end of each day, in order to minimize smells and pests. For more details on this policy, see the NYC Commercial Recycling Notice in the Tenant Center on the Kew website under Key Information.

Procedures vary by building.

11 West 25th Street

The superintendent will pick up trash and recyclable bags on each floor after 4:00 p.m. and discard them in the trash and recycling receptacles.

255 Fifth Avenue

Tenants are to bring down trash and recyclable bags and leave them out on the curb after 4:00 p.m. for pickup.

5.13 continued**227 West 29th Street**

Tenants are to leave their trash and recyclable bags on the floor outside the freight elevator after 4:00 p.m. The superintendent will pick up the bags and discard them in the trash and recycling receptacles.

5.14 SMOKING

The New York City Smoke-Free Air Act of 2002 prohibits smoking in all office buildings. This includes the buildings' lobbies, public corridors, elevators, stairways, bathrooms, all private offices, and the fire escapes — everywhere. A copy of the act can be found in the Tenant Center of the Kew website under Key Information and is included in the Tenant Information Kit you receive at orientation.

5.15 FIRE PRECAUTIONS

Fire and evacuation emergency procedures are posted at the fire station on each floor. At the fire station, you will also find a phone that connects directly with the fire command stations in the lobbies. There are posted fire exit floor plans and signs pointing to the two fire exits on every floor.

All tenants and their employees should familiarize themselves with the fire instructions and fire egress paths.

5.16 RULES GOVERNING LOBBY & PUBLIC SPACES

No items may be stored in the lobby by any tenant or visitor. At 227 West 29th freight, hand trucks, and bicycles are not

permitted to enter through the lobby. All of these must be brought through the freight entrance. See Bicycles, Section 5.18.

Dogs are permitted through the lobbies and public spaces and in the passenger elevators only if they are on a leash. See Dogs, Section 5.19.

Soliciting and distributing flyers, menus or other promotions are not permitted in the buildings. This policy applies to tenants as well as outsiders. If you see either of these activities, contact the Kew Management office immediately so we can identify the violators and prevent their reentry.

No furniture or other objects, including noise machines, chairs, etc. are to be placed in the hallways by tenants, even for a brief time.

It is not permitted to hang any signs (temporary or permanent) in the hallways, stairwells, elevators or lobbies of the buildings without the expressed approval of Kew Management. Any such signs will be removed immediately.

5.17 FREIGHT ELEVATORS

Freight hours are 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. on weekdays.

At 255 Fifth Avenue and 227 West 29th Street, no one except the freight elevator operators may operate the freight elevators and no one is permitted in the freight elevators without freight, except in emergency situations.

The freight elevators may not be reserved during normal operating hours, and they cannot be restricted to the exclusive use of any one tenant during normal operating hours.

The freight operator must have enough space to operate the elevator. In the event the elevator car is loaded with freight

5.17 continued

beyond the comfortable limit of the freight elevator operator, items must be removed prior to the elevator's operation. This decision is solely at the discretion of the freight elevator operator.

Any item deemed to be over 1,000 pounds will require an elevator mechanic to run the freight elevator. The hourly cost of the elevator mechanic is the responsibility of the tenant. Moving overweight items must be scheduled with Kew Management a minimum of five days in advance.

Requests for overtime freight elevator services on weekends and after hours on weekdays must be submitted three days in advance to Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

Requests must be made after tenant has received a Certificate of Insurance from their moving contractors. In addition to the certificate holder and Kew Management Corporation, each certificate should list:

11 West 25 LLC as an insured for 11 West 25th Street;
255 Fifth LLC as an insured for 255 Fifth Avenue; and
227 West 29 LLC as an insured for 227 West 29th Street.

There will be a charge for all overtime freight use. (See Section 3.4) Kew does not guarantee the availability of the freight elevator to anyone at any specific time.

5.18 BICYCLES

If you ride a standard bicycle to 227 West 29th Street, you must use the separate freight entrance to enter the building. Standard bicycles are not allowed through the lobby of 227 West 29th at any time. Foldable bicycles may be transported in the passenger elevators.

In all buildings, standard bicycles should be transported in the freight elevators only. The freight elevator hours are 8:30 a.m. – 12:00 p.m. and from 1:00 p.m. – 5:30 p.m. You must enter and leave the buildings with a standard bike during these times. Standard bikes cannot enter the buildings on weekends.

5.19 DOGS

Tenants and visitors may bring dogs through the lobby if they keep them on a leash. All dogs should be on a leash at all times while they are in the buildings' public spaces. No other animals are allowed in the buildings.

5.20 LOBBY DIRECTORY LISTINGS

See New Tenant Information, Section 3.5.

5.21 OFFICE SIGNS

See New Tenant Information, Section 3.7.

5.22 PREMISES ALTERATIONS

See New Tenant Information, Section 3.9.

SECTION

6



LEASE EXPIRATION INFORMATION

6.1

VACATE NOTIFICATION

All tenants wishing to vacate at the expiration of their lease or tenants on a month-to-month basis who wish to vacate must notify Kew Management that they plan to vacate the premises at least 30 days prior to the date when the last rent payment is due. **Notification must be in writing.** Such notice may be sent to the office or dropped off.

6.2

VACATE DATE

If a tenant's lease is ending, and the tenant does not plan to vacate at the end of the lease, Kew Management must be informed immediately. If a tenant remains in a space past the first of the month following the end of their lease, an additional month's rent at the new holdover rate will become due immediately.

6.3

KEYS

Premises are not considered vacant until keys have been

6.3 continued

surrendered to Kew Management. Keys must be returned to the Kew Management office, not given to a building staff member. Tenants should make sure they have a signed receipt for their keys so that they will not be billed for additional rent.

6.4

TENANT MOVE-OUT

Tenants must arrange the move-out date with Kew's Property Management staff three days in advance. Tenants are required to provide Kew Management with a Certificate of Liability Insurance from their moving contractors. See Certificate of Insurance, Section 5.9 for COI requirements.

To arrange a move out, please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

6.5

PREMISE CONDITION

Tenants are expected to remove all furniture and debris from their space and deliver their premises in broom-clean condition upon moving out, as specified in the lease. Tenants may be required to remove buildouts and restore the space to its original condition per the terms of their lease. Any front door that has been damaged is to be repaired or replaced as needed.

Tenants will be billed accordingly should the room still contain furniture or debris, once the key has been returned to Kew Management.

Cleaning services by building employees are billed at \$75 per hour, plus rubbish removal costs. Please be aware that rubbish removal charges can be substantial. Prior to moving out, it is important for tenants to make arrangements for cleaning

and rubbish removal services, should they need them. Please contact Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com

6.6

PERMISSION TO MOVE ITEMS IN AND OUT FORMS

A completed Permission to Move Items In or Out form (signed by both the tenant and Kew Management) must be presented to the freight elevator operator when vacating.

To obtain this form, you can request one at the Kew Management office or you can download one at the Tenant Center of the Kew website under Key Information.

Before moving out, print the form and e-mail it to Peter Dine, Vice President, Operations at pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager at cdicroce@kewmanagement.com for the mandatory sign off by a Kew staff member.

6.7

SECURITY DEPOSIT & FORWARDING ADDRESS

The tenant security deposit cannot be substituted as rent. Tenants must pay their monthly rent charges through the termination date. After a tenant vacates and keys have been returned to the Kew Management office, the security deposit will be mailed to the tenant's forwarding address. It is the responsibility of the vacating tenant to notify Kew Management of the forwarding address and telephone number.



PHOTO: © JOHN CIRILLO

Photographs, as noted, were taken by:

David Lubarsky

1133 Broadway, Suite 1404, New York, NY 10010

O: (212) 505-1720 M: (917) 754-1670 E: david@davidlubarsky.com

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1123 Broadway, Suite 616, New York, NY 10010

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