

# Weiss Properties

## TENANT HANDBOOK

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WiFi EXECUTIVE BUILDING

*at the Fairway*

8707 SKOKIE BLVD.

SKOKIE, IL. 60077



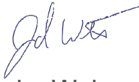
# Welcome to your Work Space

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I would like to take this opportunity to introduce ourselves and welcome you on behalf of Weiss Properties, Inc. We look forward to a long and positive business relationship.

Since I started the company, we have worked hard to continue our reputation of providing the best service possible to our tenants. We are able to draw upon a wide array of resources and professional services, which enable us to provide you with a level of service that will allow you to conduct your business in comfortable and functional surroundings. I think you'll find that it is a great place to work.

Sincerely,



Jake Weiss  
President

This welcome package is intended to help acquaint you with your new workweek home. If you have any questions after you've read through it, please give me a call anytime.

At Weiss Properties, Inc., we take great pride in our buildings and we want your tenancy to be as enjoyable as possible. Let us know how we can be of service. The management office phone number is 847-329-7600.

We look forward to working with you.

Sincerely,



Joe Cohen  
Director of Operations

# Table of Contents

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## **SECTION I**

Management Office Information

## **SECTION II**

Building Operations & Maintenance Requests

## **SECTION III**

Move-In Information

## **SECTION IV**

Tenant Amenities

# Section I: Management Office

## About Weiss Properties

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**Building Relationships is Our Business.**

“It is not about simply filling empty space; it is about filling space with the right company.”

We define our success based on the success of the businesses that lease with us. We have a comprehensive scope of services that are completely focused on our tenants. We are an investment company, a construction company, and a property management / leasing provider all rolled into one. With all of these services under the same roof, we are able to provide a competitive advantage and meet the needs of our tenants more efficiently.

## Contact Information

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### MAIN OFFICE:

Address: 8170 McCormick Blvd Suite 100  
Skokie, Il. 60076  
Email: [service@weissproperties.com](mailto:service@weissproperties.com)  
Phone: 847.329.7600  
Fax: 847.329.7676

### BUSINESS HOURS:

Monday - Friday 8:30am - 5:30pm

### FAIRWAY EXECUTIVE BUILDING HOURS:

Monday - Friday 6:00am - 10:00pm  
Saturday 8:00am - 5:00pm  
Sunday 8:00am - 4:00pm

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# Contact Information *(continued)*

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## BILLING:

Accounting:

Email: accounting@weissproperties.com

Phone: 847.329.7780

## LEASING:

Director of Operations: Joe Cohen

Email: joe@weissproperties.com

Phone: 847.329.7600

Cell: 773.852.7607

# Section II: Building Operations

## Maintenance Requests

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We strive to maintain the highest degree of excellence. We pride ourselves on quality service and responsive attention to the needs of our tenants.

Please call the office at **(847) 329-7600** or email **service@weissproperties.com** for the following requests:

- Office repairs or maintenance
- Estimates for office repairs and maintenance
- To report building-wide emergency repairs (ex: water breaks, clogged sewers, downed trees)
- Janitorial needs or issues

**To better service our tenants we ask that you call the office for any maintenance issue so we can create a ticket to ensure proper fulfillment of service. Please do not approach any of our maintenance personnel with your requests.**

### TO CREATE A MAINTENANCE TICKET:

1. Call (847) 329-7600 or email service@weissproperties.com with maintenance issue
2. Maintenance ticket is generated with a ticket #
3. Service department will follow up with an email and inform tenant of any fees
4. Service department will keep in touch with tenant to inform them of progress
5. Once ticket is closed service department will send closing email with survey
6. If there are any fees due from the tenant they will be given to accounting to be billed along with the following months rent statement

### PAYMENT:

If you have any questions regarding who is responsible for work, please email service@weissproperties.com.

# After-Hours Emergencies

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If you have an emergency after regular business hours or on the weekends, please call the Management Office directly at 847-329-7600 and follow the prompts.

If you call with an after hours emergency, please provide the following information:

1. Your company name
2. Your name
3. Your telephone number\*
4. Alarm code (if applicable)
5. The building name
6. The building address and suite number
7. The nature of the problem

The appropriate management or maintenance person will be contacted so action can be taken as soon as possible.

\*Please make sure to provide a number where we can call and speak to someone. Often times the telephone number provided is forwarded to your answering service and we cannot reach the person who called.

# Rent

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Rent invoices are sent on the 14th-18th of each month. Rent shall be payable in advance on the first day of each and every calendar month. Please forward all rental payments to:

WIFI EXECUTIVE BUILDING  
c/o WEISS PROPERTIES, INC.  
P.O. BOX 597875  
CHICAGO, IL 60659

If there are any questions regarding your invoice, please call our main office at (847) 329-7600. Our Finance Director will be able to address your question or concern in a timely manner.

Rent can also be paid online via AppFolio, a property management software that allows you to view and manage your charges and payment history and submit maintenance requests. To use AppFolio:

1. Click on the link you received to set up your account.
2. Create your account.
3. Follow the prompts to choose a payment method.

# Additional Operations Information

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Weiss Properties, Inc manages a number of buildings throughout Chicagoland. This book contains general building criteria. For building specific information, please consult your lease or visit our website.

If at any time you have a question or concern, please do not hesitate to call our main office at (847) 329-7600.

# Section II: Move-In

## Tenant Insurance & CO

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Tenants are required to carry commercial general liability insurance in respect to their occupancy at a Weiss Property. Please refer to your office lease for specific limit requirements. The following language regarding additional insured is to be included on the Certificate and there must be an Endorsement attached to the Certificate of Insurance:

*Weiss Properties, Inc. and all of their subsidiaries, agents and employees, as Additional Insured, jointly and/or severally.*

### MOVING INSURANCE

When moving into the building, your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability.

Please provide insurance certificate to management office at least 3 business days prior to move-in date.

### SEND TO:

Office: 8170 McCormick Blvd Suite 100  
Skokie, IL 60076  
Email: [Service@weissproperties.com](mailto:Service@weissproperties.com)  
Fax: 847.329.7676

### OCCUPANCY PERMIT:

Prior to your move-in, we put in a request for a CO (Certificate of Occupancy). To obtain this certificate, the local municipality requests a fee based on the size and location of your space. You must provide a check for the necessary amount. The check will be delivered to the Leasing Director at Weiss Properties, who will submit it your behalf. Once submitted, the timing of the approval is dependent upon the village. The process can take two to four weeks.

# Move-In Checklist

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Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- Order new stationary, envelopes and business cards with new address and numbers
- Update your website and social media platforms with new address and numbers.
- Contact the Telephone Company to regarding installation of phone service to your suite.
- Notify the post office or your change of address
- If applicable, contact utility company regarding your new gas and electrical service. (see lease for terms and conditions)
- Send a change of address card or note to clients, vendors and friends
- Furnish your moving company with a copy of the Moving Company Guidelines included in this manual.

# Move-In Scheduling

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There are no specific restrictions on when you may move in, but we ask that you respect the needs of other tenants. If you know that your movers will be taking up the use of the elevator for many hours, we request that you move in after business hours.

# Section IV: Tenant Amenities



## Overview

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We've rolled out the red carpet for the tenants of Weiss Properties, Inc. Our services go far beyond the basic light bulb change. We have renovated every single one of our properties to make them function for you.



### High-Occupancy Conference Room

*The conference room at the Fairway Executive Building seats 24 guests. For information about reservations, please call our front desk at (847) 329-7600.*



### Lounge / Break Room

*The break room and lounge area is adjacent to the conference room. It is open to anyone and may be reserved for special events. For information about reservations, please call our front desk at (847) 329-7600.*



### Indoor Parking Garage

*The indoor parking garage is conveniently located underneath the parking lot, adjacent to the basement, and parking spots are allocated based on suite. The garage can be accessed with the code 4801.*

# Preferred Vendor List

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The following vendors have been identified by Weiss Properties as “preferred vendors.” The vendors have established relationships with Weiss Properties, Inc. and have provided high-quality goods and services for us and our tenants in the past. We encourage all our tenants to utilize these vendors and when doing so to let them know that you are a Wi-Fi tenant so that you can benefit from the offers that are available only to our tenants.

## ALARM SYSTEMS

### PROCOM

Contact: Jeff Michael  
Phone: 773-545-0101 ext 2391  
[www.procomautomation.com](http://www.procomautomation.com)

## BLINDS & WINDOW TREATMENTS

### BEE PEE SALES & INTERIORS, LTD.

Contact: Allan Halpert  
Phone: 312-664-1374 or 773-262-1673  
[www.beepee.com](http://www.beepee.com)

## BUSINESS INSURANCE

### ASSURANCE AGENCY

Contact: Jordan Ray  
Phone: 847-463-7255  
[www.assuranceagency.com](http://www.assuranceagency.com)

### STATE FARM INSURANCE

Contact: Neal Gallo  
Phone: 773-743-6565  
[www.statefarm.com](http://www.statefarm.com)

## CATERING

### GOOD MORGAN BISTRO

Contact: Aharon Morgan  
Phone: 847-213-0494  
[goodmorganbistro.com](http://goodmorganbistro.com)

# Preferred Vendor List *(continued)*

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## GRANITE/MARBLE

PRS PURE GRANITE  
Contact: Peter  
Phone: 847-852-7300  
www.prshomesolution.com

## LOCKSMITH

RITE LOCK & SAFE  
Contact: Les Kutchins  
Phone: 847-676-0046

## INTERNET, PHONE, & VIDEO

RCN  
Contact: Kevin Driscoll  
Phone: 312-955-2914

## MEZUZOS / SOFER

BAIS HASOFER  
Contact: Rabbi Tzvi Bider  
Phone: 773-909-9568

WORLDWIDE SOFRIM  
Contact: Yochanan Nathan  
Phone: 773-338-7704

## PHONE SERVICE

AT&T  
Contact: Mike Patterson  
Phone: 630-880-9000

# Preferred Vendor List *(continued)*

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## PHONE SYSTEMS/WIRING

DGTELL

Contact: Dima

Phone: 847-322-1139

## WOODWORKING (CUSTOM)

CHICAGO WOOD WORKS DESIGNS, INC.

Contact: Paul Woszczak

Phone: 847-674-3212

[www.chicagowoodworks.com](http://www.chicagowoodworks.com)