

Welcome to Orange Executive Tower!

On behalf of The Muller Company and the entire Orange Executive Tower team, we are delighted to welcome you to your new office home.

This Tenant Guide has been thoughtfully prepared to serve as a helpful reference throughout your move-in process and your ongoing tenancy. Inside, you'll find essential information about building operations, amenities, services, and procedures designed to support your comfort, safety, and productivity.

To ensure smooth and effective communication, we kindly ask each tenant to designate a Tenant Representative. This individual will serve as the primary point of contact between your organization and the Management Office, helping to streamline service requests, building updates, and day-to-day coordination.

We are committed to providing you with a professional, responsive, and welcoming environment. If there is anything we can do to assist you, please don't hesitate to contact us at (714) 543-0100.

We look forward to working with you and supporting your success at Orange Executive Tower.

Warm regards,
The Muller Company
Property Management Team
Orange Executive Tower

Management Team Information

Management Office

The Management Office is located at 1100 Town & Country Road, Suite 1320, Orange, CA 92868. Office hours are Monday through Friday, 8:30 AM to 5:00 PM. For assistance, please contact us at (714) 543-0100.

Key Contacts:

Suzi Mier, Senior Property Manager smier@mullerco.com

Lupita Cano, Assistant Property Manager lcano@mullerco.com

Trisha Santos, Property Administrator ocadmin@mullerco.com

Engineering Services

Kevin Sowers, Chief Engineer

Please submit all work order requests online through your tenant portal account

Security Services (24/7) (714) 335-3648

For your safety and peace of mind, a **security guard is available to escort tenants to their vehicles** in the parking garage. The guard will remain with you until your vehicle has been safely started.

Parking Operations – ABM Parking Systems

Gladys Villanueva, ABM Operations Manager (714) 547-9338 gladys.villanueva@abm.com

General Building Information

- **Building Hours**

The building is open to tenants during the following hours:

Monday–Friday: 8:00 AM – 6:00 PM

Saturday: 8:00 AM – 1:00 PM

Sunday & Holidays: Closed (access available via access card)

- **Postal Services**

Incoming and outgoing U.S. Postal Service mail drop boxes, as well as a UPS drop box, are conveniently located in the basement level of the building. Incoming mail is delivered daily to tenant mailboxes by the United States Postal Service at approximately 1:30 PM. The daily mail pick-up is approximately 1:00 PM at the drop box. Upon moving-in, you will be assigned a mailbox and given a key.

- **On-Site Amenities**

Orange Executive Tower offers a variety of amenities to enhance your workday, including:

- Conference Center
- Vending Machines
- EV Charging Stations (B2 level of the parking structure)
- Health Club
- Time for Lube (Available Tuesday oil change service) (323) 353-7670
- Pronto Wash (available Tuesday and Thursdays on B2 level) (714)342-9621

- **Storage**

Storage is located on the B-2 level of the parking structure. If you require storage space, please contact the Management office for availability and rates.

- **Designated Smoking Area**

Orange Executive Tower is committed to maintaining a clean, healthy and smoke-free environment for all tenants and visitors. In accordance with building policy, smoking is strictly prohibited in all indoor common areas, including corridors, stairwells, lobbies and the parking structure. For those who wish to smoke, a designated outdoor smoking area is available near the loading dock, beneath the tree where ashtrays are provided. We appreciate your cooperation in helping us maintain a comfortable and respectful environment for all occupants.

Parking Information

Parking for Orange Executive Tower is available in the ten-story parking structure located directly south of the building on Lawson Way, which includes eight above-ground levels and two subterranean levels. The garage is managed and operated by ABM Parking Systems under the direction of the Management Office.

- **Tenant Parking**
Tenants have 24/7 access to the parking structure. Spaces are available on an unreserved basis, unless a reserved space has been specifically assigned in your lease agreement.
- **Visitor Parking**
Two-hour visitor parking is available on the first level of the garage. Long term visitors parking is available on other levels in any unreserve stall.
 - Validation stickers for guest parking are available for purchase through ABM Parking at
- **Access Cards**
Each tenant is issued a number of parking access cards corresponding to the number of spaces allocated in their lease. Lost or damaged cards can be replaced for a nominal fee.
- **Security & Safety**
 - While the parking structure is regularly patrolled by building security, The Muller Company is not liable for theft or damage to vehicles. Please lock your vehicle at all times.
 - If overnight parking is necessary, please complete and return this form.
 - In the event of vandalism, theft, or other incidents, please first contact the Orange Police Department at (714) 744-7444, then notify Orange Executive Tower Security to file a report with both agencies.

Public Transportation

Orange Executive Tower is ideally positioned for convenient access to regional transit, making commuting simple and sustainable. The nearest Metrolink station is located in Old Town Orange, just one mile north of the property near the historic Orange circle. From there, the [OCTA Route 453 Shuttle](#) provides direct service with drop-offs at Town & Country Road and Lawson Way—just steps from the building—running approximately every 20 minutes during peak morning and evening hours.

This seamless connection offers tenants a reliable, cost-effective, and eco-friendly alternative to driving, with easy access to destinations throughout Orange, Los Angeles, Riverside, and San Bernardino Counties.

Building Services

Commercial Cafe Online Service Request System

As part of The Muller Company's commitment to providing exceptional service, we offer an **online maintenance request system** through **Commercial Café**. This platform allows tenants to conveniently submit service requests during business hours (**Monday through Friday**) and track the status of those requests in real time. For assistance with accessing or using the system, please contact the Management Office for training and support.

For after-hours emergency, please contact Security at (714) 335-3648.

Property Newsletters and Tenant Events

Stay Informed, Stay Connected! Our quarterly newsletter is packed with valuable updates about the building, upcoming events, maintenance tips, and more. Don't miss out!
<https://tmcorangeexec.com/newsletter/>

Engineering Services and Maintenance Requests

Orange Executive Tower is supported by a dedicated engineering team responsible for the operation, monitoring, and maintenance of the building's mechanical, electrical, plumbing, and HVAC systems. If maintenance or repair is needed within your suite, please have your designated tenant representative submit a request through the **online service request system**.

The Management Office will address your request as quickly as possible, dispatching personnel or coordinating necessary services. If the requested work falls outside the landlord's responsibility, you will be notified in advance of any associated costs. To ensure efficient service tracking and resolution, **all service requests must be submitted through your Tenant Portal account**.

Common Service Requests:

Lighting/Electrical:

For light bulb replacements, please submit a request via **Commercial Cafe**. Non-standard or specialty bulbs must be supplied by the tenant for replacement.

Keys:

Initial suite keys are provided per your lease agreement. Additional standard keys may be purchased from the Management Office at a cost of **\$10.00 per key**. All lock modifications and key requests (excluding desks and file cabinets) must be approved and coordinated through the Management Office.

Access Cards:

Access cards are issued to authorized employees in accordance with your lease. These cards provide access to parking facilities and after-hours building entry. Tenants are responsible for managing access levels for their employees. Requests for new or replacement cards, as well as deactivations, should be submitted to the Management Office. New and Replacement cards are available for **\$15.00 per card**.

Heating, Ventilation and Air Conditioning (HVAC) and Lighting

Orange Executive Tower is equipped with energy-efficient, automated lighting systems designed to reduce energy consumption and meet California Title 24 energy code requirements. Each tenant suite features motion-sensor lighting controls that automatically activate when movement is detected and turn off after a period of inactivity, supporting occupancy-based energy savings.

The building's HVAC systems operate during the following hours:

- **Monday through Friday:** 8:00 AM – 6:00 PM
- **Saturday:** 8:00 AM – 1:00 PM
- **Closed on Holidays**
-

If you require temperature adjustments during operating hours, please contact the Management Office. To prevent equipment damage and ensure timely service, tenants are asked not to manually adjust thermostats.

To support energy conservation and optimize HVAC performance, please:

- Turn off lights in unoccupied or non-sensor-equipped areas.
- Keep window blinds closed when exposed to direct sunlight and at the end of each day.

For after-hours air conditioning requests, please contact the Management Office 48 hours in advance.

Energy Conservation

Orange Executive Tower is committed to sustainable operations and energy efficiency. Tenants play a vital role in supporting these efforts. To help reduce energy consumption and operating costs, we kindly ask that all employees turn off office equipment, lights, and coffee makers at the end of each workday, and close window blinds to minimize heat gain. These small actions contribute significantly to the building's overall energy performance and environmental impact.

Janitorial

Janitorial service is provided **Sunday through Thursday**, typically between **6:00 PM and 12:00 AM** (and **8:00 AM to 2:00 PM on Sundays**). Service begins on your first scheduled day unless otherwise requested. To review your suite's cleaning needs, please contact the Management Office to schedule a walkthrough with our janitorial team.

Day porters are on-site **Monday through Friday, 7:30 AM to 4:30 PM**, maintaining common areas. For any janitorial concerns, contact the Management Office for prompt assistance.

Vendors and moving companies must remove all boxes after deliveries. For tenant disposal, please flatten and label boxes as "Trash" or "Basura" using stickers provided by the Management Office. For large or bulk disposal, contact the office to arrange pickup. **Boxes or materials must not be left in hallways, lobbies, or fire exits.**

Recycling

As part of our commitment to sustainability, The Muller Company has implemented a building-wide recycling program for a variety of paper products, including white and colored paper, office files, junk mail, glossy brochures, and newspapers.

Your participation is essential to the success of this program. We appreciate your cooperation in helping us maintain an environmentally responsible workplace.

Tenant Function Guidelines

Tenants planning to host an event—such as a party, reception, fundraiser, or similar function—must notify the Management Office in advance. To ensure a smooth and safe experience for all attendees, and to minimize liability for the building, the Management Office follows established policies and procedures for event coordination.

When submitting your event request, please be prepared to provide the following details:

- Date and time of the event
- Estimated number of attendees
- Use of warming devices or catering equipment
- Whether alcohol will be served
- Overtime HVAC needs
- Service elevator usage
- Janitorial support
- Electrical needs (e.g., for sound or AV equipment)
- Security arrangements
- Certificate of Insurance, if applicable

Please note that events are not permitted in common areas or the building plaza without management office approval.

Building Access and Security

Access and Security During Business Hours

Orange Executive Tower operates during the following hours:

- Monday – Friday: 6:00 AM – 6:00 PM
- Saturday: 8:00 AM – 1:00 PM
- Sunday & Holidays: Closed (Access available via approved access cards only)

Each tenant is issued programmable access cards for secure entry to after-hours building access and the Health Club. Tenants are responsible for managing access levels for their employees and should designate a single representative to oversee the issuance, revision, and retrieval of access cards.

To request, update, or deactivate access cards, please complete **an access card request** form and submit through your **Tenant Portal account**. Submit all forms at least two weeks prior to building occupancy to ensure timely processing. A non-refundable fee of \$15.00 applies for new, lost, stolen, or damaged cards. Cards are non-transferable without authorization from the management office.

While building entrances remain unlocked during business hours, tenants are encouraged to take the following precautions to maintain suite-level security:

1. Lock all doors when your suite is unattended.
2. Secure valuables in locked desks, cabinets, or closets.
3. Keep safes and vaults locked; do not share or leave combinations in accessible locations.
4. Report suspicious individuals, loiterers, or solicitors to the Management Office immediately.
5. Record serial numbers of valuable equipment to assist in recovery if lost or stolen.
6. Check wastebaskets at the end of the day to ensure no valuable items are mistakenly discarded.

Solicitation and Loitering Policy

Canvassing, soliciting, peddling, and loitering are strictly prohibited within Orange Executive Tower. If you are approached by an individual engaging in any of these activities, or if you observe such behavior on the premises, please notify Security immediately. Prompt reporting helps us maintain a secure and professional environment for all tenants and visitors.

After-Hours Access and Security

Access to Orange Executive Tower outside of regular business hours is restricted and requires a valid access card. The building is secured during the following times:

- Weeknights: 6:00 PM – 6:00 AM
- Weekends: From 1:00 PM Saturday through 6:00 AM Monday
- Holidays: All day (access card required)

Authorized Entry Points

After-hours access is limited to the following entry points:

- Plaza-level glass doors
- Loading dock doors
- Underground tunnel from the parking structure

All individuals entering the building after hours must sign in and out at the security console located in the main lobby.

Visitor and Vendor Access

Visitors and vendors must be pre-registered with the Management Office. Upon arrival, they may use the monument phone at the building entrance to contact security at (714) 335-3648. Security will verify their name against the nightly access list. All vendors and guests must be met in the lobby by a tenant representative, as security personnel are not authorized to escort individuals to tenant suites.

After-Hours Work and Key Access

If after-hours work is scheduled (Monday–Friday, 6:00 PM – 6:00 AM or anytime on weekends), please notify the Management Office in advance. A key may be signed out to the on-duty security officer to facilitate access and will be retrieved the next business day.

Security Patrols and Best Practices

A security guard is on duty 24/7, conducting regular patrols of the building and parking areas. To maintain a secure environment, tenants are asked to observe the following:

- Ensure all suite entry doors are locked after hours.
- Keep all secondary suite entrances locked at all times.
- Do not allow unauthorized individuals to follow you into the building. If someone is having difficulty accessing the building, do not grant entry—instead, contact security at (714) 335-3648 for assistance.

1100

ORANGE EXECUTIVE TOWER

Moving & Freight Elevator Guidelines

Scheduling Moves & Deliveries

- Moves and large deliveries/pickups are allowed:
 - **Monday–Friday:** Before 8:00 AM or after 5:00 PM
 - **Weekends:** Anytime
- **Not permitted during business hours.**
- **Passenger elevators may not be used** for moves or large deliveries.
- **Common areas must remain clear**—no storage of boxes or furniture at any time.

Floor Protection

- Use **Masonite** to protect flooring from the loading dock to the freight elevator when moving large items.

Vendor Access

- Tenants are responsible for granting building and suite access to their vendors.
- **The Muller Company will not provide access** on behalf of tenants.

Pre-Move Requirements

- Submit insurance certificates from both the tenant and moving/delivery company to the Management Office **at least 48 hours in advance.**
- Once approved, schedule your move with the Management Office at **(714) 543-0100.**
- Security will be notified—**unauthorized moves will not be permitted.**

Freight Elevator Use

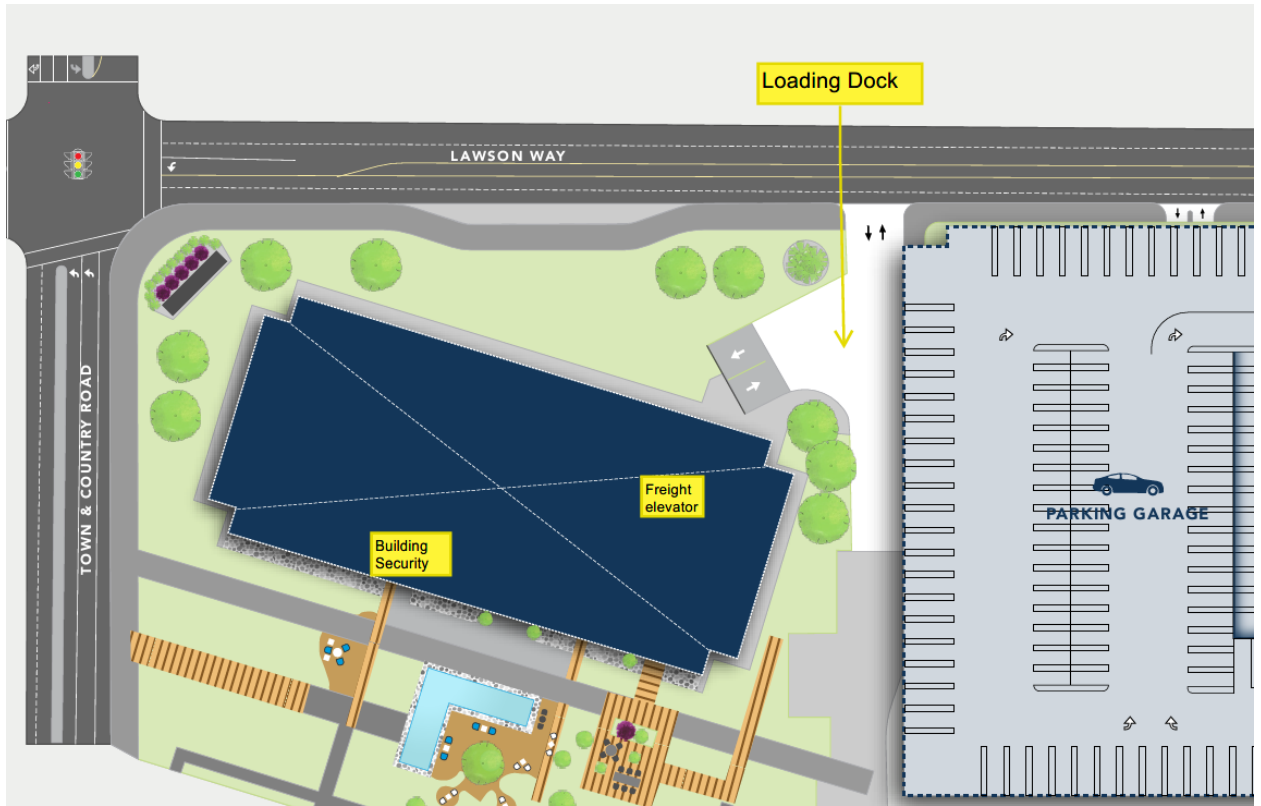
- All moves and large deliveries must use the **loading dock and freight elevator.**
- Upon arrival, **check in with Security** in the lobby: **(714) 335-3648.**

Freight Elevator Specs:

- Interior: 64" W × 103" D × 114" H
- Door: 48" W × 96" H
- Max Load: **4,500 lbs**
- **Do not prop doors open**—use the “door open” button and release when the alarm sounds to avoid damage.

Loading Dock Guidelines

- Located just south of the building, accessible via **Lawson Way.**
- Dock Door: 95" W × 92" H
- **15-minute unloading limit**, except for scheduled moves.
- Hand-carried deliveries allowed; **dollies/carts prohibited in passenger elevators.**
- No deliveries through building entrances or lobby.
- For bulky items or furniture, contact the Management Office for coordination.



- In partnership with our LEED efforts, proper disposal of furniture is required, meaning any furniture that is to be recycled, re-used, or sold. If you have a need to dispose of old furniture, please arrange a pickup to remove the items from the building, as we cannot have any furniture placed in or near the trash enclosure.

Feel free to contact our office with any questions you may have (714) 543-0100

VENDOR INSURANCE REQUIREMENTS

Orange Executive Tower 1100 Town & Country Road, Orange, California 92868
c/o The Muller Company, LLC, a California Limited Liability Company

All insurance companies must have at least an "A-VIII" A.M. Best rating.

General Liability:

1. Commercial General Liability Policy Form* - ISO Occurrence Form

General Aggregate \$2,000,000.00

Products Comp/Ops Aggr. \$2,000,000.00

Each Occurrence \$1,000,000.00

Umbrella limits

Excess limits cited above \$5,000,000.00

Coverage to include:

Coverage for independent contractors, No exclusion for XCU

(Explosion, Collapse, Underground) hazards (or no exclusions cited)

2. **Additional Insured Endorsement:** A separate endorsement must accompany the certificate naming *The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner* as respects all operations for entities. The endorsement must be the Acord form CG 20 10 11 85 (Form B) or equivalent. Any form that alters the intent of the original wording in form CG 20 10 11 85 is unacceptable.
3. **Waiver of Subrogation:** Endorsement must be attached to the certificate of insurance which confirms that the carrier is providing a waiver of subrogation in favor of *The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner.*
4. **Severability of Interest (Separation of Insureds):** An endorsement which clarifies the intent of the word "insured" as it appears in a policy. The coverage applies severally and not collectively, as if a separate policy were issued to each insured, however the policy limits are not cumulative, but apply to all insureds collectively.
5. **Primary & Non-Contributory Language:** Endorsement must be attached which confirms that the vendor's policy shall pay first for any loss or liabilities

arising from their operations. The insurance maintained by the certificate holder will not contribute or participate.

6. **30-Day Notice of Cancellation:** 30-day cancellation.
7. **Building Address:** Property address must be listed in the Description of Operations section of the Certificate.

Workers Compensation:

1. Workers Compensation limit stated as Statutory
2. Employer Liability limits:
 - \$1,000,000 Each Accident plus \$5,000,000 Umbrella = \$6,000,000 Limit
 - \$1,000,000 Policy Limit plus \$5,000,000 Umbrella = \$6,000,000 Limit
 - \$1,000,000 Each Employee plus \$5,000,000 Umbrella = \$6,000,000 Limit
3. Thirty (30) days notice of cancellation to additional insured
4. **Waiver of Subrogation** - a separate endorsement must be issued by the carrier providing Waiver of Subrogation in favor of The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner **as respects all operations** and included with the certificate of insurance (this is also called “waiver of right to recovery from others endorsement”).

This insurance is not required if the owner, partners or husband/wife do all work and there are no employees. We will, however, need a letter to that fact.

If you are a Qualified Self-Insurer, please provide State Certificate.

Automobile Liability:

1. All owned, non-owned and hired vehicles must be covered. Any one of the following three types of auto policies are acceptable and the appropriate boxes must be checked on the insurance certificate:
 - Any Auto - includes owned, non-owned & hired vehicles
 - All Owned Autos - owned vehicles only (non-owned or hired are not used)
 - Non-Owned & Hired - no vehicles are owned by subcontractor
(must check both boxes)

2. \$1,000,000.00 combined single limit plus \$5,000,000 Umbrella = \$6,000,000 Limit
3. **Additional Insured Endorsement:** A separate endorsement must accompany the certificate naming *The Muller Company, LLC, a California Limited Liability Company (property management entity) and OC OET Owner, LLC and any other entities required by Owner* as respects all operations performed for entity. **If your policy is the equivalent of ISO CA 00 01 0797 in which “Who is Insured” includes “c. Anyone liable for the conduct of an insured described above, but only to the extent of that liability”, please so state and provide a copy of the portion of the policy form confirming the wording.**
4. Bodily injury, property damage, and uninsured motorist
5. Thirty (30) days notice of cancellation

Additional Coverages/Limits:

At the discretion of Owner. Possible additional coverages may include POLLUTION LEGAL LIABILITY COVERAGE for those trades that may be involved in Hazardous Materials at the jobsite.

Certificate Holder’s Address

OC OET Owner, LLC, and
The Muller Company, LLC, a California Limited Liability Company
1100 Town & Country Road, Orange, CA 92868

OC OET Owner, LLC
Wiring Instructions

Bank Name: **Wells Fargo Bank**

City, State: **San Francisco, CA**

ABA # **121-000-248**

Account Name: **OC OET Owner, LLC**

Address: **c/o The Muller Company**
18881 Von Karman Avenue, Ste 400
Irvine, CA 92612

Account # **4120441548**

Attention: **Tammy Le**

Phone # **(949) 465-0174**

Reference: **OC OET Owner**

Signage Request Form

Tenant Name: _____ Date: _____

Suite Number: _____ Phone: _____

Suite Door Signage Information:

- NEW SIGN BASE WITH BRAILLE NUMBER AND TENANT INSERT
- NEW TENANT NAME INSERT ONLY

SAMPLE

FILL IN:

| |
|--|
| Suite 1550 |
| Orange Tower Tenant Custom Signage Media Group |

Suite

Line 1
Line 2
Line 3

| |
|--|
| |
| |

BUILDING STANDARDS ARE:

- PLEASE TYPE OF PRINT CLEARLY
- FILL IN SUITE NUMBER
- IF YOUR COMPANY WILL FIT IN ONE LINE, USE ONLY LINE 1
- NO COMPANY TYPESTYLES OR LOGOS
- NO MORE THAN 18 CHARACTERS PER LINE, INCLUDING PUNCTUATION MAKES AND SPACES
- NO MORE THAN 3 LINES
- TEXT UPPER/LOWER CASE

COMPLETE AND CORRECT INFORMATION WILL ENSURE YOUR SUITE SIGN IS MADE CORRECTLY

Lobby Directory Information

Tenant Name To Be Displayed: _____

ORANGE EXECUTIVE TOWER

Tenant Contact Information Form

| | |
|---------------------------|-------------------------------------|
| Company Name: | Floor/Suite Number: |
| Main Phone Number: | Number of Employees on-site: |
| Company Website: | |

On-site Daily Contact

On-site daily contact for misc. management issues and events. Please include a secondary contact in case primary contact is absent.

| | | |
|---|-------------------|----------------|
| Daily Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |
| Secondary Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |

Accounting Contact/Statement Delivery

Primary contact for statement delivery and payment inquiries. Will automatically receive Accounting level access on the tenant portal.

| | |
|---|-------------------|
| Accounting Contact Name: | Title: |
| Direct Phone Number: | Email (required): |
| Please select additional access levels if desired. See the attached page for role permissions information. <input checked="" type="checkbox"/> Accounting (2 person maximum per tenant) <input type="checkbox"/> Executive <input type="checkbox"/> Primary <input type="checkbox"/> Administrative <input type="checkbox"/> Insurance | |

Emergency Contact

Reasons that the emergency contact would be called: Employee locked out of suite, after-hours emergency inside or outside of tenant space requiring tenant notification.

| | | |
|-----------------------------|--------------|-------------|
| Contact Name: | Title: | Email: |
| Mobile Phone: | Direct Line: | Home Phone: |
| Second Contact Name: | Title: | Email: |
| Mobile Phone: | Direct Line: | Home Phone: |

Senior Local Office Contact

On-site decision maker or most senior position in the office. The secondary contact for suite access authorization requests, in the event of a personnel lockout.

| | |
|----------------------|----------------|
| Contact Name: | Title: |
| Direct Line: | Mobile Number: |
| Email address: | |

ORANGE EXECUTIVE TOWER

Tenant Contact Information Form

Suite Fire Warden

On-site contact designated to oversee suite evacuation procedures in the event of an emergency. Will attend the annual Fire Warden Training. Please designate one primary Fire Warden and one alternate, who would manage these responsibilities in the absence of the primary warden.

| | | |
|---------------------------------------|-------------------|----------------|
| Fire Warden Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Alternate Warden Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |

Check if third page is included.

Name of Person Completing Form _____ Date: _____

Leaseholder Signature _____

ORANGE EXECUTIVE TOWER

Tenant Contact Information Form

Additional Contacts for Tenant Portal Access

Please see the attached page for permissions levels.

| | | |
|---|-------------------|----------------|
| Additional Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |
| Additional Contact Name 2: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |
| Additional Contact Name 3: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |

Tenant Portal Access Removal

Please list the names of those contacts you would like to have removed from the tenant portal

| | | |
|---|-------------------|----------------|
| Contact Name: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |
| Contact Name 2: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels to be removed. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |
| Contact Name 3: | Title: | Mobile Number: |
| Direct Phone Number: | Email (required): | |
| Please select one or more access levels to be removed. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative <input type="radio"/> Insurance | | |