

Greetings:

We are pleased you have selected 8484 Wilshire as your business location and hope you and the employees of your organization will enjoy your tenancy.

8484 Wilshire is managed by L. Flynt, Ltd. – 8484, Inc. & Sel-Wil Development, LLC and we can be reached at (323) 782-7877. The management office is open Monday through Friday 9:00 a.m. to 5:00 p.m. and is located in Suite 720. Please note we typically close between 12:00 noon and 1:00 pm for lunch.

In order to make you feel “at home” as quickly as possible, I am furnishing some information that may be of assistance. Housekeeping, Certificate of Insurance and rental payments are discussed below. In addition, I have enclosed a number of forms that should be filled out and returned to my attention.

It is our objective to keep your office as comfortable as possible for everyone. However there can be occasional problems of which we are unaware, we would appreciate you bringing these matters to our attention. To alleviate possible communication problems, please designate one (1) person in your office who will be responsible for calling the Office of the Building with service requests.

Good housekeeping is a very important aspect of our building operation. We meet regularly with the cleaning contractor who services the building to discuss performance and areas where improvement may be required. Our staff also makes regular inspections in an effort to maintain satisfactory service. Please contact the Office of the Building should you note service which is not satisfactory.

It is required we have a Certificate of Insurance from your insurance company indicating you have obtained the coverage required under Paragraph 15 of your lease. We require the following be named as Additional Insured: **L. Flynt, Ltd. – 8484, Inc. & Sel-Wil Development, LLC and all respective beneficiaries, partners, and agents thereof.** If you have not already done so, please have the Certificate mailed or faxed to us.

We provide statements for monthly rent and special service charges on or near the 1st of the month. Rent is due on or before the first of each month. The check should be made payable to Sel-Wil Development, LLC. It can be mailed to the Office of the Building, Suite 720.

Please note furniture and large equipment is only permitted into and out of the building through the loading dock (not through the lobby) and the Office of the Building requires at least 24 hours prior notice of the move and a Certificate of Insurance from the vendor.

To complete your move in please fill out and return the following forms, directory strips and door signage, key order form, employee list form, emergency contact form, after hours access form and a parking guidelines form.

Please feel free to contact me if you have any questions at (323) 782-7877.

Cordially,

Amanda McCauley

Senior Real Estate Manager
L. FLYNT LTD. – 8484, INC.