

TENANT HANDBOOK ACKNOWLEDGMENT FORM

This Tenant Handbook has been produced as an informational tool for 501 Shatto Place tenants and their employees. All policies, rules, regulations and rates referenced herein are subject to change at any time without notice at management's discretion. Should any information contained herein conflict with your lease document, the lease shall be controlling.

Each customer is required by law to observe and cooperate with 501 Shatto's Fire/Life Safety Plan, instruct employees on all emergency procedures and to enforce occupant participation in all related training and drills. It is the customer's responsibility to review the Floor Response Team Manual with all employees and to keep the manual available for immediate reference in an emergency situation.

I ACKNOWLEDGE THAT I HAVE RECEIVED THE 501 SHATTO TENANT HANDBOOK AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO SHARE THE CONTENTS OF THE FIRE/LIFE SAFETY PLAN WITH MY ENTIRE STAFF AND EACH NEW EMPLOYEE THAT JOINS MY STAFF.

Name: _____

Date: _____

Please return this **TENANT HANBOOK ACKNOWLEDGMENT FORM** to the Management Office within 30 days of receipt and retain one copy for your records.