

400 & 450 N. Brand Blvd., Glendale, Ca. 91203
TENANT HANDBOOK
PARKING RULES, ACCESS AND PROGRAM
Page 1 of 3

Parking Hours

The parking garage is open 24 hours a day 7 days a week

Parking Management Office Hours

Monday through Friday 8:00am to 5:00pm

Parking Manager

Alvaro Barreto

450 N. Brand Blvd, Parking

Glendale, California 91203.

(818) 662-9007 Office Phone

parkingmanager@400Brand.com

Parking Attendant Hours (subject to change without notice)

- Monday – Friday 7:00am to 12:00am
- Monday through Friday 12:00am to 6:00am - no attendant on site (intercom at parking exit dials to building security)
- Saturday – no attendant on site (intercom at parking exit dials to building security)
- Sunday – no attendant on site (intercom at parking exit dials to building security)

Building Holidays (Subject to change):

The Parking Management Office is closed on the following Holidays. Attendants are not available on these days as well.

New Year's Day
Thanksgiving Day

President's Day
Christmas Day

Independence Day

Labor Day

INITIAL SET-UP AND MAINTENANCE

Prior to move-in, new Clients must provide the Cushman & Wakefield Management Office with a list of the names of all persons accessing the Building and Parking Garage. On the Access Request Form (see section below), Clients shall provide the employee name and the floor(s) they require access to, along with any special instructions (i.e. Building access and/or parking access). **It is also recommended to notify Building Management immediately following any personnel changes.**

CURRENT MONTHLY PARKING (PREVAILING) RATE, SUBJECT TO CHANGE

Unreserved \$90

Reserved \$130

CURRENT DAILY (PREVAILING) RATES, SUBJECT TO CHANGE

\$1.00 Each 15 minutes

\$12.00 Maximum All Day

VALIDATION PURCHASES

All validation purchases are on a cash and carry basis. Payment must be made prior to issuing validation booklets. We accept cash or check (made payable to Ampco System Parking). If necessary (and upon request), an invoice can be generated beforehand to allow your accounts payable department to process payment.

Validations are sold as follows:

Qty.	Validation Type	Price
100	15 Min. Validation	\$100.00
100	1 Hour Validation	\$400.00

Updated, Monday, August 20, 2012

400 & 450 N. Brand are proudly managed by Cushman & Wakefield of California

400 & 450 N. Brand Blvd., Glendale, Ca. 91203
TENANT HANDBOOK
PARKING RULES, ACCESS AND PROGRAM
Page 2 of 3

20 All Day Validation \$240.00

ADDING MONTHLY PARKER(S)

All new and existing parkers are required to fill out and sign as acknowledgement of the terms on the Monthly Parking Agreement. This agreement outlines the general rules and regulations of the parking garage. Violating the terms within the Monthly Parking Agreement or Building Rules and Regulations pertaining to the parking garage as outlined in your Lease may subject the vehicle owner's car to towing, at vehicle owner's expense

ACCESS CARD REQUEST

In addition to the Monthly Parking Agreement, new and existing parkers are required to fill out an Access Card Request Form (ACR). The ACR is utilized to request building access and parking privilege for individual parkers. This form also ensures each employee has the appropriate level of access (such as restricted time access or 24/7 access to both the parking and building facilities). This form is submitted to the parking office by an authorized person who acts as a liaison between the parking office and the tenant. ***Any additions requested on or before the 15th of each month will be billed a full parking monthly rate. Any additions requested on or after the 16th of each month will be billed a prorated parking rate.***

DELETING MONTHLY PARKER(S)

When requesting a parker deletion, it is important that the request be made before the 20th of the ***current month*** to ensure accurate billing for the following month. Please take note that pro-rations ***are not*** made on deletions, therefore, it is to your advantage to ensure we receive notice of employee deletions as soon as possible. Credit for deletions can only be granted if the deletion is requested within the first two business days of the month. No credit will be granted for notice received on or after the 3rd of the month (unless the 2nd of the month falls on a weekend).

LATE PAYMENT FEE

Payments are due on the first day of each month. A late fee will be charged for monthly parking payments not received by the 5th of each month. Parking payment is described as charges for active keycards with parking privileges. The parking account will incur a late fee in accordance to terms of the lease (which is normally 5% of the overall amount due). Any payments not received after the 10th of the month may be subject to deactivation of parking cards.

EMERGENCY BATTERY JUMP START

During business hours, Parking Management is able to assist tenants and visitors with a portable battery jump start device.

COMMUTER REWARDS PROGRAM

In an effort to increase Alternative Transportation awareness and participation and decrease emissions and conventional commuting a Commuter Rewards Program is implemented. The program gives incentives to individuals who are consistently active in Alternative Transportation, such as: carpooling, transit commuters, bicycling or walking to work.

There are two types of Commuter Rewards awarded through a raffle process:

- 1) For carpoolers – Your carpooling group is entered into a drawing to earn a Reserved Spot for the subsequent month. One stall is earned per carpooling group. The concept is to keep you carpooling during the rewarded month. There are three groups drawn each month.
- 2) Transit and Others – Individuals will be entered into a drawing to receive free concession items, such as coffee, sandwiches movie tickets etc. Three names are drawn per month/per building.

GLENDALE TRANSPORTATION MANAGEMENT ASSOCIATION

The Glendale TMA moved to the 400 & 450 N. Brand Blvd community. Located in the Management Office in Suite 160 at the 400 N. Brand Blvd, they will be an addition to our list of services and programs offered to the Tenants of the project.

- All new tenants and employees receive complimentary Metrolink tickets
- Free Alternative Transportation Educational Workshops
- Access to all public transportation materials
- Assist in developing tenant specific transportation program

400 & 450 N. Brand Blvd., Glendale, Ca. 91203
TENANT HANDBOOK
PARKING RULES, ACCESS AND PROGRAM
Page 3 of 3

- Tenants receive transportation emergency and route revision notifications
- Guaranteed emergency ride home for ATP participants
- Ride share and van pool formation and networking
- All Tenants are updated on municipal commuter policy and infrastructure changes
- Assist with certain AQMD requirements (Rule 2202)

RESERVED PARKING STALL FOR CAR POOL

Three reserved parking stalls conveniently located on the ground level of the parking garage. The parking available to carpoolers participating in the building's Commuter Reward Program and are available on a first come first serve basis.

ELECTRIC CAR CHARGING STATION

Two reserved parking stalls located on the ground level of the parking garage are equipped with outlets that meet the requirements of electric cars. This service is provided at no charge to the tenants and visitors of the project.

BIKE RACKS

Bike racks are conveniently and strategically located on the ground level of the parking garage

ZIP CAR

400 & 450 N. Brand Blvd is house two ZipCars; a Ford Focus Hatchback Florance and MINI Convertible McKerley are waiting for you at the 400 N. Brand parking garage, off of the Maryland entrance. **Zipcar** is the world's largest car sharing and car club service, as an alternative for commuters. Please visit zipcar.com for information or to register to as a car sharer!

LOADING DOCK / PARKING FOR VENDORS & CONTRACTORS

All contractors must enter the Building through the Loading Dock, but will still require checking-in with Security at the Lobby Operations Center and following the procedures listed herein. Clients who have contractors working in their suite must forward an Access Request Form to the Cushman & Wakefield Management Office. This form should list the contractor and the employees requiring access to the Client floor. ***All contractors must have a Certificate of Insurance on file with the Cushman & Wakefield Management Office prior to being given access to the Building.***

Management does not validate parking for vendors or contractors performing work for Tenants.

TOWING

Unauthorized vehicles parked in a Reserved Parking Stall will be immediately towed, at vehicle owner's expense. Towing Notices are posted on all Reserved Parking Stalls.