

# Tenant Information and Compliance Guide

This guide consolidates the most important details tenants must know and comply with for properties at the Toro Complex, based on the Renter's Q&A; and Toro Complex Q&A.; It outlines lease responsibilities, property rules, and essential information for a smooth and compliant tenancy.

## 1. Lease Terms and Structure

- Lease Type: **Modified Gross Lease** – The landlord pays property taxes, insurance, and maintenance during the base year. Tenants are responsible for any increases in these costs in subsequent years.
- Lease Term: Typically **one (1) year**. Tenants may request extensions if needed.
- Rent Payments: Monthly rent is due as per the lease agreement. No rent concessions unless specifically negotiated.
- Security Deposit: Equal to one month's rent, plus first and last month's rent are required upfront.
- Property Taxes: Tenants are **not responsible** for property taxes.
- Property Insurance: The landlord maintains property insurance. Tenants must secure their own:
  - Tenant's Liability Insurance
  - Tenant's Property Insurance
  - Tenant's Plate Glass Insurance
  - Tenant's Worker's Compensation Insurance

## 2. Utilities and Maintenance Responsibilities

- All utilities are **separately metered** and paid by the tenant, including electricity, water, trash, and internet.
- Internet is typically available through **Comcast** (not included in rent).
- General Repairs (e.g., plumbing, HVAC, electrical) are the **tenant's responsibility**.
- Structural Repairs (roof, foundation, exterior walls) are the **landlord's responsibility**.
- Cleanliness and waste management within the unit and surroundings are the **tenant's responsibility**.
- No CAM (Common Area Maintenance) charges apply; however, tenants must maintain cleanliness of their areas.

## 3. Property Use and Restrictions

- Acceptable Uses: Light manufacturing, office, showroom, and warehouse activities for professional businesses.
- Restricted Uses: **No automotive, medical, or cannabis-related activities** are permitted.
- Tenants must ensure operations remain compliant with local, county, and state regulations.
- Fines or penalties imposed by government authorities are the **tenant's responsibility**.
- Tenants should maintain a "clean" industry — one that does not generate debris or mess on-site or in public areas.

## 4. Building Features and Access

- Each unit includes offices, warehouse space, and bathrooms. Some units have kitchenettes or lounges.
- Air conditioning is provided in office areas but not in warehouse spaces.
- Roll-up doors and loading areas vary per unit (refer to your lease exhibit or property map).
- Parking is available per building: multiple spaces for 1100 and 1120; limited space for 1140.
- Security features include gated OH doors, security cameras, and alarm setups (in select units).
- Tenants must ensure all areas are kept clean, secured, and in good condition.

## 5. Move-In and Compliance Requirements

- All units will be delivered **vacant and clean** prior to occupancy.
- Tenants must maintain the condition of the space and report any maintenance issues promptly.

- Any improvements or alterations must be approved in writing by the landlord.
- Tenants must comply with all terms of the lease and this guide throughout their occupancy.
- Failure to adhere to any terms may result in penalties or lease termination.

#### **6. Contact Information**

For any lease inquiries, maintenance requests, or clarifications, please contact:

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