



## **801 BRICKELL**

801 Brickell Avenue ■ Miami FL, 33131

---

Welcome to 801 Brickell!

We are pleased that you have chosen 801 Brickell for your new business location. Our first priority is to ensure that you are provided with the highest quality of tenant services. The information presented in this letter is intended to assist you in achieving a smooth transition to your new business office. Please take the time to review the information below with your employees and then retain it in a convenient place for future reference

### **Air Conditioning**

Air conditioning is provided Monday to Friday, 8:00 AM to 6:00 PM and on Saturdays from 8:00 AM to 1:00 PM upon request, except for federal holidays. After-hours air conditioning is available upon request at market rate per hour; currently \$67.00 plus applicable tax. Please note, all requests must be submitted in Angus work order system by 3:00 PM on the previous business day Monday – Friday. Should any requests be received after 3:00 PM, there is a \$50.00 plus applicable tax late fee charge.

### **Building Access**

The building is open Monday to Friday 7:00 AM to 7:00 PM and is closed and secured between the weekday hours of 7:00 PM to 7:00 AM and on Saturdays and Sundays all day (afterhours). To access the building and elevators afterhours, you will need your building access card; this is provided by building management.

### **Keys, Locks and Access Cards**

We will provide to you, upon your move-in, your suite and mailbox keys as well as previously requested access cards. Kindly complete the enclosed "Access Card Request Form" for each employee needing an access card. Please deliver, fax, or email the form to the management office (305) 358-5502 (fax) and keep a copy for your records. Should one of your access cards get lost or stolen, please contact the management office at (305) 536-2950 immediately. There will be a \$25.00 plus applicable tax fee to replace lost or damaged cards. If you require any card reprogramming, please submit a new "Access Card Request Form" with the new information. If you need any additional suite keys, please contact York Lock & Key at (305) 672-5622. Please make note that there will be a service fee plus applicable tax associated.

### **Mail**

Mailboxes are located in the mailroom on the basement level on the south side of the building. We will provide a key for the mailbox. An outgoing mail slot is also located in the mailroom for your convenience. Federal Express and United Parcel Service drop boxes are located at the mailroom area in the basement level.



JLL  
801 Brickell Avenue Suite 560 Miami, FL 33131  
tel +1 305 536 2950 fax +1 305 358 5502



## 801 BRICKELL

801 Brickell Avenue ■ Miami FL, 33131

---

### Building Maintenance

801 Brickell offers a secure tenant service system to its tenants. Angus Anywhere is a tenant request work order system that is password protected and will allow you to submit service requests, view requests status reports and ensure that the information you enter is delivered directly to the appropriate Jones Lang LaSalle team member. Registration form and instructions are enclosed.

How to get started:

1. Fill out the attached Angus Tenant Registration Form and return to the management office via email to [indira.gonzalez@am.jll.com](mailto:indira.gonzalez@am.jll.com); [janet.camji@am.jll.com](mailto:janet.camji@am.jll.com)
2. A username and password will be provided shortly after.
3. Using the username and password provided, you can now access the Jones Lang LaSalle Angus system by visiting: <http://www.ng1.angusanywhere.com/tenant/JLL/JLL/default.aspx> or via our tenant services website, [www.801brickelltenant.com](http://www.801brickelltenant.com). For more detailed instructions, please see the Angus FYI.

### Angus Support

Toll-Free: 1-888-274-1696

E-mail: [support@angus-systems.com](mailto:support@angus-systems.com)

Monday to Friday, 8:00 AM to 8:00 PM EST

Please place your request online regarding air conditioning, lights, restroom plumbing or other maintenance items. If you have installed plumbing or above-standard lighting in your suite, repair and maintenance of these items will be your responsibility. Please obtain the names of authorized vendors from our office.

Please be advised that per the building rules and regulations at 801 Brickell, building management and engineering are unable to lend tools and/or equipment to tenants or contractors.

Building management and engineering will gladly discuss any requests and determine if engineering is capable of assisting or when unable, will recommend a contractor to assist with the completion of a request.

### Pest Control Services

Pest Control services are provided by Truly Nolen. All common areas, restroom, common areas and exterior grounds are treated weekly. If at any time you should need a service and or treatment in your suite, you may contact the management office to have this scheduled. Charges may apply if special services are required.





## **801 BRICKELL**

801 Brickell Avenue ■ Miami FL, 33131

---

### **Janitorial Service**

Janitorial service is provided by **Harvard Maintenance.**, Monday to Friday 6:00 PM until 10:00 PM. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise. Please notify our office if you require special services.

A day-porter and a day-maid are on duty Monday to Friday from 7:00 AM until 4:30 PM to keep lobbies, corridors and restrooms clean. If you observe a janitorial problem in any of these areas, please call our office or enter it into Angus so that it can be addressed in a timely manner.

### **Parking**

The parking garage is managed by **Legacy Parking**, garage hours of operation are Monday to Friday from 7:00 AM to 7:00 PM. Please contact the parking office to obtain your parking cards and validations. The office number is (305) 579-0003.

### **Security**

801 Brickell offers 24-hour security, provided by **Admiral Security Services, Inc.** You can reach the security desk directly at (305) 536-2990. Should you need to reach the security team after hours, you may reach them at (305) 815-1693.

Vandalism, theft or other incidents should be reported first to the Police Department and then to Security.

### **Emergency Telephone Numbers**

Fire	911
Paramedics	911
Police	911
Non-Emergency	(305) 579-6111
JLL Management Office	(305) 536-2950





## 801 BRICKELL

801 Brickell Avenue ■ Miami FL, 33131

---

### Insurance

If you have not already done so, please deliver the appropriate certificates of insurance to:

Indira Gonzalez - *Tenant Services Coordinator*

[indira.gonzalez@am.jll.com](mailto:indira.gonzalez@am.jll.com)

Insurance requirements are set forth in your lease and must be held for the term of your lease.

### Rent

Rent payments are due on the first day of each month with or without notice. Please make your check payable to Teachers Insurance and Annuity Association of America. **No checks are accepted in the management office.**

#### U.S. Mail:

Teachers Insurance and Annuity Association of America  
PO Box 405833  
Atlanta, GA 30384-5833

#### Overnight Delivery:

Bank of America Lockbox Services  
Lockbox # 405833  
6000 Feldwood Road  
College Park, GA 30349

#### ACH/Wire Transfers:

Teachers Insurance and Annuity Association of America  
Depository#: 003851255360  
ABA#: 026009593  
ACH-ABA#: 011900571

### Tenant Improvements

Any tenant improvements/construction, remodeling or electrical work performed after move-in must be coordinated through the management office to ensure that all work meets building, safety, fire code requirements and maintains architectural quality control. If you contemplate any such work, please involve the management team as early as possible to reduce time loss and ensure expeditious completion of your plans. All work must be reviewed and approved by Landlord as well as permitted and inspected by applicable municipal inspectors.





## 801 BRICKELL

801 Brickell Avenue ■ Miami FL, 33131

---

### General Information

Solicitation is strictly prohibited. If at any time you observe solicitors in the building, please notify our office or security immediately. Please do not keep pets, bicycles, or other vehicles on premises. Exceptions are made for seeing-eye dogs and conveyances required by handicapped persons. 801 Brickell is a smoke-free building / environment, therefore, no smoking is allowed within the property including the parking garage. The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, e-cigarette or other tobacco product or similar lighted product in any manner or in any form.

### Tenant Work / Deliveries

All vendors/contractors must submit a certificate of insurance meeting the requirements as well as providing the correct certificate holder and additional insured information provided on the sample as well. *\*\*Please make note that depending on the type of work your vendor is engaged to perform, insurance coverage limits may vary.\*\**

We ask that a tenant representative send us a Notice of Work form in advance notifying us of the contractor/vendor name, scope of work and the day/time they plan to be at the building. We will then notify security so they are aware and may provide access into the building loading dock and freight elevator. *\*\*Please note: security will not provide access into any tenant suite.\*\** Emails may be sent to [indira.gonzalez@am.jll.com](mailto:indira.gonzalez@am.jll.com), and [janet.camji@am.jll.com](mailto:janet.camji@am.jll.com).

Large deliveries and any loud work should be scheduled after hours - before 8:00 AM or after 6:00 PM. Monday through Friday and anytime on Saturday and or Sunday. In order to reserve the freight elevator & due to other scheduled work, please send management an email and again, we'll notify security. Unless coordinated and scheduled, your delivery may be denied access.

### Low Voltage, Telecom & Cable Providers

Below are a list of current building approved service providers for low voltage, telecom and cable. Please check with our office to ensure that these providers remain approved vendors.

#### Low Voltage

Jade Communications  
James Melvin  
Office: 561-997-8552 Ext. 104  
Fax: 561-997-5935  
[jamesm@jade-com.com](mailto:jamesm@jade-com.com)

ID Telecom  
Ira Dash  
Office: 954-340-6880  
[ira@idtelecom.net](mailto:ira@idtelecom.net)

**\*\*\*Please make note that a permit is needed in order to have low voltage cabling completed\*\*\***

#### Telecom

Verizon Business  
(888) 338-8037

TW Telecom  
(954) 761-2736

AT&T  
(877) 253-0009

Comcast  
(866) 682-3776

FPL FiberNet  
(305) 552-4803

FiberLight  
(754) 227-4346





## 801 BRICKELL

801 Brickell Avenue ■ Miami FL, 33131

---

### Cable

Comcast  
(866) 682-3776

AT&T U-Verse  
(877)253-0009

### Internet Providers

Comcast  
(866) 682-3776

AT&T  
(877) 253-0009

FPL FiberNet  
(305) 552-4803

Verizon  
(888)481-0387

Cogent Communications  
786-363-8324

[psouss@cogentco.com](mailto:psouss@cogentco.com)

Level 3 Communications  
720-888-1000

### Dry Cleaners

Orange Cleaners LLC  
2325 Coral Way  
Coral Gables, FL 33145 (305) 285-8977

Coral Way Cleaners  
(305) 379-9411

### Conference Facility

Conference rooms are available. We ask that you reserve the room(s) 48 hours prior to your event date. The reservations should be requested via the Angus Anywhere system. If your event requires a caterer, please provide us with their COI. If you will be serving alcohol, please have your caterer provide liquor liability coverage of at least \$1,000,000.

### Tenant Contacts

Please complete the enclosed tenant contact information sheet and deliver to the management office. This will allow management to have an assigned person for each specified task on this list. Please contact the management office with any updates (305) 536-2950.

### City, County & State Certificates

Lastly, the City of Miami, Miami-Dade County and the State of Florida requires each office to obtain certificates such as certificates of use and certificates of occupancy. Please submit a copy to the management office once available, as we require a copy to be on file. We have enclosed the application procedures for your reference. (See NET Certificate of Use Application Procedures).

Please do not hesitate to call us with any questions or requests. We look forward to serving you. We hope that you will enjoy your tenancy with us and that your business will prosper here at 801 Brickell.

