

To request after-hours air-conditioning, please complete this form, have an authorized person sign it and submit it to the Office of the Building at least one business day/24-hours prior to date of request.

Please note that there is an hourly charge for after-hours use of A/C and is subject to change without notice.

| | | | |
|---------------------|---|---|---|
| Tenant Name: | | Contact Phone #: | |
| Suite No.: | | Date: | |
| Building: | <input type="checkbox"/> Comerica Bank Building \$85.00/hour | <input type="checkbox"/> Garden Office Building \$65.00/hour | <input type="checkbox"/> Courtyard Building \$65.00/hour |
| | | <input type="checkbox"/> Warner Bros Building \$60.00/hour | <input type="checkbox"/> Retail Building |

| ONE TIME REQUESTS | | | |
|-------------------|------|------------|----------|
| Suite | Date | Start Time | End Time |
| | | | |
| | | | |
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| RECURRING REQUESTS | | | |
|--------------------|---------------------|------------|----------|
| Suite | Day of Week/Date(s) | Start Time | End Time |
| | | | |
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Your account will be billed in accordance with our standard practices for the requested services. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

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|----------------------------------|--------------------------|--|
| Tenant Authorized Person: | Signature: | |
| | Type/print name & title: | |

| BUILDING MANAGEMENT USE ONLY | | |
|------------------------------|----|---------------|
| Amount due: | \$ | TLA #: |
| Signature: | | Date: |

Please remember to inform us promptly if there are any changes.

If you have any questions, please contact the Office of the Building:
 Phone: 818 -382-4100 Fax: 818-382-4101 Email: sog@douglasemmett.com
 15301 Ventura Boulevard, Suite 360, Sherman Oaks, CA 91403