TENANT ALLOWANCE PAYMENT GUIDE

Your lease provides a provision for "*Landlord's Contribution Toward Tenant's Work*", which requires submittal of the following documentation listed below to obtain reimbursement:

Each Tenant is strongly encouraged to consult their specific Lease agreement to ensure that no additional documentation is necessary to obtain reimbursement, as the list below may not reflect all requirements. In addition, please ensure that all of your contractors have provided the proper documentation prior to submitting for payment, as missing documentation will cause delays in the processing of your tenant allowance payment.

(PLEASE CLICK THE BLUE LINKS BELOW TO ACCESS THE DOWNLOADABLE DOCUMENTS)

(1) Tenant's Affidavit of Payment
An affidavit from Tenant listing all contractors and any material suppliers in the employ of said Tenant who has provided goods or services for the completion of Tenant's Work in the Premises. **Note: This Affidavit must be Signed, Dated and Notarized.**

(2) Contractor's Affidavit of Payment
An affidavit from Tenant's general contractor listing all parties who have furnished materials or labor or services to that contractor for completion of Tenant's Work in the Premises. **Note: This Affidavit must be Signed, Dated and Notarized.**

(3) Application for Payment
Submission of standard AIA Contractor's Application for Payment form. **Note: This form must be Signed, Dated and Notarized.**

(4) Final Waivers of Lien from the General Contractor and all Sub-Contractors
Notarized Lien Waivers must be included for all Contractors, Sub-Contractors, material suppliers reflected on both the Tenant and Contractor's affidavits. **Note: All Lien Waivers must be Signed, Dated, and Notarized.**

(5) IRS Form W-9
Tenant must submit to Landlord a completed IRS Form W-9 prior to payment of any portion of Landlord's Contribution.

(6) Copy of the Certificate of Occupancy (or jurisdictional equivalent)
Copies of all certificates and other approvals with respect to Tenant's Work that may be required from any local government authority and any board of fire underwriters or similar body for the use and occupancy of the Premises.

(7) Record Documents: Electronic copy (CD-ROM or DVD-ROM copy) of Tenant's drawings indicating changes made during construction, to the extent same may be required by Landlord.

(8) Permanent Improvements Affidavit
Upon completion of Tenant's Work, Tenant shall furnish an affidavit to Landlord stating that Landlord's Contribution was used solely by Tenant for such Permanent Improvements. **Note:** If your lease requires the Tenant Affidavit form from Item #1 above, this satisfies the Permanent Improvements Affidavit requirement. If your lease does not require a Tenant Affidavit, then you must complete this Permanent Improvements Affidavit form. **Note: This Affidavit must be Signed, Dated and Notarized.**

NOTE 1: Once all of the Lease Required forms have been completed in their entirety and the required documentation compiled, please email the collective package to: **tenantallow@simon.com**

NOTE 2: All requests are reviewed in the order they are received, and can take up to thirty (30) days to process. Please do not send multiple requests, as duplicate inquiries will delay payment. Someone from our Accounting Department will be in touch with you in the event more information is required to obtain your reimbursement.

NOTE 3: The enclosures are provided as "examples" of the documentation required by Landlord. Tenant is advised to independently consult with an attorney to ensure that the forms utilized by Tenant comply with the requirements of the local jurisdiction.

NOTE 4: As a reminder, Landlord's Contribution is limited to Permanent Leasehold Improvements, and specifically *excludes* Tenant's trade fixtures, furniture, furnishings, and other personal property.