



55 West Monroe  
Move-In & Move-Out Procedures

55 West Monroe Street | 312-443-1950

[55westmonroe.com](http://55westmonroe.com) | [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)

**Management Office Information**  
55 West Monroe

55 West Monroe is managed by a team of dedicated professionals from Manulife Investment Management who are committed to providing the highest level of quality tenant service in Chicago. The management team has been chosen for its expertise in managing corporate office properties and reflects depth in management covering all functional operating areas. It is our objective to provide you with the highest quality service available to ensure your comfortable and continued tenancy.

The Management Office is located at 55 West Monroe, Suite 950, Chicago, IL 60603. The office is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. During non-business hours, all incoming telephone calls are answered by security. Management may be reached at the following phone numbers:

- Management Office..... (312) 443-1950
- Fax ..... (312) 443-1355
- Building Email ..... [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)

The following is a list of key personnel who will be able to assist you with questions regarding the building and its management.

- General Manager ..... [Danica Munson](#)
- Assistant General Manager ..... [Mary Scott](#)
- Director of Security..... [Kevin Singh](#)
- Chief Engineer ..... Angelo Miceli
- Assistant Chief Engineer ..... Mick McGowan

<h2 style="margin: 0;">Move-In Checklist</h2> <p style="margin: 0;">55 West Monroe</p>
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## Move-Out Checklist

55 West Monroe

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## Certificate of Insurance Requirements – Tenants

55 West Monroe

Building Management requires your company to have your Certificate of Insurance on file with us before your move-in date. The COI can be sent to [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com). Please refer to your signed lease and the tenant insurance requirements below:

### **INSURANCE REQUIREMENTS**

- **\*\*Requirements as written in Lease**
- **Worker’s Compensation - Statutory Amount**  
(checkmark in WC Statutory Limits box on certificate)
- **Employer’s Liability - \$1,000,000** minimum
- **Commercial General Liability - \$5,000,000** Combined Single Limit for Bodily Injury and property damage
- **Commercial Automobile Liability - \$1,000,000** each occurrence combined single limit for bodily injury and property damage

### **Certificate Holder:**

**John Hancock Life Insurance Company (U.S.A.) a wholly owned subsidiary of Manulife Financial Corporation and John Hancock Life & Health Insurance (U.S.A.) a wholly owned subsidiary of Manulife Financial Corporation**

55 West Monroe, Suite 950

Chicago, Illinois 60603

### **Description of Operations**

- Please include a description of location in the building

### **Additional Insured (to be identified exactly as indicated below)\*:**



- John Hancock Life Insurance Company (U.S.A.) and John Hancock Life & Health Insurance Company
- The Manufacturers Life Insurance Company (U.S.A.)
- Jones Lang LaSalle Americas (Illinois), L.P.

## Tenant Information Sheet

55 West Monroe

The tenant information sheet is a resource for Building Management to log all the correct contacts for the specific situations in which we may need to contact you. We kindly request you submit the completed tenant information sheet to Building Management ([55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)) within the first week of your move-in.

You may find the Tenant Information Sheet on our website [here](#).

## ComEd Transfer of Service

55 West Monroe

Based on your occupancy (i.e. moving in or moving out), please fill out the [Non-Residential Tenancy Change Form](#) in order to ensure your ComEd service is properly set up. When filling out this form please be sure to have the following information:

### Move-In

- Meter Number(s) (Provided by Management)
- Federal Tax ID Number
- Company Point of Contact

### Move-Out



- ComEd Account Number
- Forwarding Address (this will be the office of the building)

Should you have any questions or concerns when filling this form out, please do not hesitate to contact Building Management (312-443-1950) or ComEd Customer Service (877-426-6331)

## Employee Access Card Form

55 West Monroe

The employee access card form allows Building Management to properly register each employee with the building, providing them access to the building and amenities. All initial employee access cards will be provided at no charge; replacement cards are \$15 per card.

You may find the Employee Access Card Form on our website [here](#).

## Certificate of Insurance Requirements – Vendors

55 West Monroe

### INSURANCE REQUIREMENTS:

- Worker's Compensation - **Statutory Amount**  
(checkmark in WC Statutory Limits box on certificate)
- Employer's Liability - **\$1,000,000** minimum
- Commercial General Liability - **\$2,000,000** Combined Single Limit for Bodily Injury and property damage
- Commercial Automobile Liability - **\$1,000,000** each occurrence combined single limit for bodily injury and property damage

### Certificate Holder:

**John Hancock Life Insurance Company (U.S.A.) a wholly owned subsidiary of Manulife Financial Corporation and John Hancock Life & Health Insurance (U.S.A.) a wholly owned subsidiary of Manulife Financial Corporation**

55 West Monroe, Suite 950

Chicago, Illinois 60603

### Description of Operations

- Please include a description of operations and services in the building if applicable
- Please reference the tenant/company that work is being provided for

### Additional Insured (to be identified exactly as indicated below)\*:

- **John Hancock Life Insurance Company (U.S.A.) and John Hancock Life & Health Insurance Company**
- **The Manufacturers Life Insurance Company (U.S.A.)**



- Jones Lang LaSalle Americas (Illinois), L.P.

Please email a copy of the vendor's COI to Building Management:

[55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)

## Move-In / Move-Out Procedures

55 West Monroe

### **HELPFUL HINTS**

To ensure that your move goes as smoothly as possible, we have compiled the following checklists and highlighted pertinent building rules and/or information.

Remember, Building Management is available to assist you during this transition, and we can provide direction for:

- \* Scheduling an Elevator
- \* Recommending Union Affiliated Movers and/or Sub-contractors
- \* Establishing a Suite Captain and Alternate Suite Captain for Fire Safety
- \* Provide scheduling for After Hours HVAC and Lighting during your move
- \* Scheduling trash and recycling dumpsters for cleanup after the move

### **Building Consideration**

To safeguard the smooth business operations of all our tenants, we require that all moves are completed before 7:00 a.m. or started after 6:00 p.m., Monday - Friday or any time on Saturday or Sunday.

### **Freight Elevator**

Refer to "[Deliveries](#)" for details.

Be sure that movers and delivery people provide any rubber-wheeled dollies and carts as the building does not maintain items for this purpose. Also ensure that your mover provides Masonite as floor protection.

The tenant will be held responsible for any damage that occurs during a move. Therefore, it is critical that Building Management receives a Certificate of Insurance from your mover prior to

your scheduled move. Building Management will work with you and your moving company on the insurance requirements (refer to “Certificate of Insurance Requirements”).

### **Inspection of Premises**

The mover is responsible for inspecting the tenant's suite prior to the move so that they may furnish such equipment and labor necessary to provide for an orderly, timely and efficient move. They should acquaint themselves with all the available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be accomplished. We ask that you confirm all arrangements in advance with Building Management at 312-443-1950.

## **Deliveries**

55 West Monroe

All large deliveries (such as furniture and large office equipment) for 55 West Monroe must be made through the dock area- located off Dearborn Street in the alley between 55 West Monroe and the Marquette Building (W Marble Place). Large deliveries are not allowed through the Main Lobby building entrances.

All large deliveries should be scheduled outside of normal business hours (7:00 a.m. to 6:00 p.m. Monday- Friday), or on weekends. Large deliveries (delivery loads that require more than 3 freight trips) require prior authorization and scheduling with Building Management. Floor protection (Masonite, etc.) is required from the lobby exit/entry doors to the front of the elevator and from the elevator to the delivery point on a tenant floor.

### **Freight and Hydraulic Freight Elevator**

Car #1 in the high-rise elevator bank is used as the building's freight elevator. Scheduling large deliveries is extremely important. Please review the following freight elevator regulations:

- The elevators may not be locked out during business hours.
- All large deliveries and moves must be scheduled with the Management Office at least 24 hours in advance.
- Tenant office moves must be scheduled for before or after business hours or on weekends.

- Day deliveries can be no more than 3 freight elevator trips. Delivery loads that require more than 3 freight usages require the freight elevator to be reserved.
- Deliveries or moves requiring more than 3 elevator trips must be scheduled with Building Management for before 7:00 a.m. or after 6:00 p.m.
- If use is required on the weekend, arrangements must be made with Building Management.
- Floor protection must be used for all large deliveries or moves.
- Staging in the Main Lobby will not be allowed.
- Reservations are on a first come, first serve basis.
- The cost for after-hour freight usage for all move-outs is \$47.00/hour with a four (4) hour minimum. All rates are subject to change at management's discretion based on union labor increases.

### **ALL MOVES MUST BE CONDUCTED BY UNION AFFILIATED MOVERS**

## **Signage & Directory Form**

55 West Monroe

There is directional signage in all elevator corridors of the building indicating the destination of each suite. In addition to the corridor signage, each tenant entrance has a glass plaque labeling the tenant's name for the suite. Please email Building management at [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com) with the name of your company exactly how you would like it displayed.

## **Building Engines Registration**

55 West Monroe

Building Engines is the platform the building uses to manage all the work orders for the building. We kindly ask you have your office contact reach out to [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com) to have us provide them with a registration email for them to set up a Building Engines account



with our building. Once you have access to the work order system in Building Engines, you will have the capability to place a work order request with us. We provide a plethora of services through our work order system. Building Management can also place a work order for you for work vetted out with a trusted third-party vendor. If you ever have a question on work being performed for your suite, please feel free to reach out to [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com) and we will make sure we can connect you to the right place.

Please refer to the Building Engines [Tenant Guide](#) & [Work Order Guide](#) for more information on navigating the Building Engine platform.

All work order pricing of services may be found on our website [here](#).

## Fitness Center Waiver

55 West Monroe

The fitness center at 55 West Monroe is located on the 5th floor and is available to all registered tenant employees Monday – Friday from 6:00 a.m. to 9:00 p.m. To register for access to the fitness center, we kindly ask employees to complete the fitness center disclaimer form and provide the one-time \$25 deposit. After completing the Fitness Center disclaimer form, please submit it to Building Management (suite 950) or via email to [55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com).

You may find the Fitness Center disclaimer form on our website [here](#).



## Bike Room Waiver

55 West Monroe

There are two bike rooms at 55 West Monroe. There is a bike room located in the dock area and the 5th floor of the building. For us to provide maximum security for your possessions in the bike room, all individuals who would like to use the room must fill out the bike room waiver. Once the bike room waiver has been completed and sent to Building Management ([55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)), we will provide you access through the your access card.

You may find the Bike Room Waiver Form on our website [here](#).



## Billing Procedures

55 West Monroe

### Payments

Rent and tenant charges are due and payable on the **first day of each month**. Billing statements are sent out once a year. ***Payment of miscellaneous charges should be included with rent payment.*** Please include the tenant ID provided to you from Building Management in the Memo details of the check. All checks should be made payable to the order of John Hancock Life Insurance Company and mailed to the following address:



John Hancock Life Ins Co  
PO Box 7410522  
Chicago, IL 60674-0522

**Billing Address**

The billing address should be established prior to move-in. The Management Office can send copies of billings to another address, if desired, upon written request.

**ACH Payment**

Please email Building Management ([55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)) to further set up auto ACH pull payments from your bank account. If you would like to manually wire or send an ACH payment, please refer to the banking information below:

Bank Name: Bank of America

Routing # for Wire: 026009593

Routing # for ACH: 071000039

Account Name: Jones Lang LaSalle Americas Inc AAF John Hancock Life Insurance Co USA

Account #: 8670906462

**Forwarding Address / Security Deposit**

55 West Monroe

Please email Building Management ([55westmonroe@am.jll.com](mailto:55westmonroe@am.jll.com)) your forwarding address. We will reference the billing address when we conduct our annual operating expense reconciliation and return your security deposit. If you would like your security deposit to be wired to your account, we kindly request you provide Building Management the wiring information below:

Routing #:

Account #:

Bank Address:

Credit Party:

Credit Party:

## Schedule a Suite Walkthrough

55 West Monroe

After you have fully completed your move-out, please schedule a walkthrough with a member of Building Management in order to confirm the suite was left in the conditions referenced in the lease. We kindly ask you to refer to your lease to make sure the condition requirements are met before scheduling a walkthrough or you may face the penalties as mentioned in the lease.