

COMMERCIAL LEASE – EXHIBIT B

RULES AND REGULATIONS

This Exhibit B – Rules and Regulations (“Exhibit B”) is attached to the lease agreement referenced above (the “Lease”) between the Landlord(s) and Tenant(s) named in the Lease for the Premises described in the Lease.

Landlord may rescind, alter, or waive any of these Rules or Regulations at any time in the best interest of the Building’s tenants. No alteration or waiver of any Rule or Regulation in favor of one tenant will operate as an alteration or waiver in favor of any other tenant. Landlord will not be responsible to any tenant for the nonobservance or violation of any of the Rules and Regulations by any other tenant.

Tenant will comply with all rules selected below. (*select all that apply*)

1. USE OF BUILDING AND PREMISES:

1.1. ☐ Common Areas. Tenants and their employees, licensees, and invitees may only use the entrances, corridors, elevators, and other facilities serving the Building for entrance to and exit from their premises. No tenant will invite persons in such numbers or under such conditions as to unreasonably interfere with the use of any of the entrances, corridors, elevators, and other facilities of the Building by any other tenants. No tenant will obstruct any of the sidewalks, open areas, entrances, corridors, elevators, fire exits, or stairways of the Building. Landlord may operate the public portions of the Building and facilities furnished for the common use of tenants in the manner Landlord deems best for tenants.

1.2. ☐ Access Restrictions. Landlord may restrict access to certain areas of the Building or during certain hours by requiring persons entering or exiting outside of business hours to provide appropriate identification, use access devices, and comply with other security requirements. Tenant will be liable to Landlord for all acts or omissions of persons to whom it grants access. Landlord may remove or deny access to the Building to any person whose presence Landlord determines may be detrimental to the safety or reputation of the Building or its tenants. During any riot or other commotion, Landlord may prevent all access to the Building. Tenant will pay Landlord a refundable deposit for any access device issued to Tenant.

1.3. ☐ Unpermitted Uses of Premises. Tenant will not permit any portion of the Premises to be occupied by secretarial or word processing services to third parties without Landlord’s prior written consent, which consent may be withheld in the sole discretion of Landlord. Tenant will not use any part of the Premises for any purpose not expressly permitted under the Lease. The Premises will not be used for lodging or sleeping or for any immoral or illegal purpose. Canvassing, soliciting, and peddling in the Building are prohibited, and Tenant will cooperate to prevent them.

1.4. ☐ Prohibited Services. No tenant will use ice, food, beverages, cleaning, or similar services from any person prohibited by Landlord from providing such services. Such services will be provided only at such hours and under such conditions as may be allowed by Landlord.

1.5. ☐ Damage from Misuse. Tenant will not discharge or permit the discharge of any acids, vapors, or other materials into the waste lines, vents, or flues of the Building which may damage them. Tenant will only use the restrooms and other plumbing fixtures in or serving the Premises for the purposes for which they were designed. Tenant will not deposit any sweepings, rubbish, rags, acids, or other foreign substances in them. Tenant will pay for all damages resulting from any misuse of the Building caused by Tenant’s employees, agents, visitors, or licensees. The cost of repairs of damage to the Building of facilities other than premises that is caused by a tenant or its employees, agents, contractors, licensees, or invitees, will be paid by such tenant.

2. INTERFERENCE:

2.1. ☐ Interfering with Systems. Tenant will not do anything in or bring anything into the Premises that may impair or interfere with any of the Building’s services or systems, including heating, cooling, cleaning or other servicing of the Building or the Premises, or the use or enjoyment by any other tenant of any other premises, nor will Tenant install any ventilating, air-conditioning, electrical or other equipment which, in Landlord’s reasonable judgment, might cause any such impairment or interference. Tenant will not do anything in or bring anything into the Premises that may impair or interfere with any of the Building’s services or systems, including heating, cooling, cleaning or other servicing of the Building or the Premises, or the use or enjoyment by any other tenant of any other premises, nor will Tenant install any ventilating, air-conditioning, electrical or other equipment which, in Landlord’s reasonable judgment, might cause any such impairment or interference.

2.2. ☐ Nuisances. Tenant will not make or permit any noise, music, musical instruments, recordings, radio, or television, which, in the judgment of Landlord, might disturb other tenants in the Building. Nothing will be done or permitted in the Premises which might impair or interfere with the use or enjoyment by any other tenant of any other space in the Building. Tenant will not permit any unusual or objectionable odors to emanate from the Premises which would annoy other tenants or create a public or private nuisance. No cooking will be done in the Premises except as expressly permitted in the Lease, and except that Tenant may use microwave ovens to heat food to be consumed on the Premises.

Tenant Initials _____ / _____

Landlord Initials _____ / _____

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2.3. ☐ **Smoking.** Smoking is prohibited at all times in all areas of the Building, including premises, service areas, and common areas.

3. **PERSONAL PROPERTY:**

3.1. ☐ **Prohibited Items.** Tenant and its contractors, employees, agents, visitors, and licensees will not bring into or keep upon the Premises or Building any inflammable, combustible, explosive, or otherwise dangerous fluid, chemical, or substance, except substances used in the ordinary course of Tenant's business as part of a use permitted under the Lease. No bicycles, vehicles, animals, fish, or birds of any kind will be brought into or kept in or near the Premises or the Building except in areas designated by Landlord.

3.2. ☐ **Equipment.** No equipment other than ordinary portable business machines may be installed or operated in the Premises without Landlord's prior written consent, which consent will not be unreasonably withheld. No equipment will be placed or operated so as to disturb other tenants. Permitted equipment will not transmit any noise, vibration, or interference from the Premises to any other area of the Building.

3.3. ☐ **Inspections.** Landlord may inspect anything to be brought into the Building and exclude anything that violates the Lease. Landlord may require any person leaving the Building with an object to submit permission from the tenant, but such requirement will not impose any responsibility on Landlord. Landlord will not be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person or object under these Rules and Regulations.

3.4. ☐ **Moving.** Tenant must comply with Landlord's scheduling and other requirements when moving any safes, freight, furniture, packages, boxes, crates or other objects. Movers used for heavy objects must be acceptable to Landlord and licensed if required by law. Tenant must make arrangements with Landlord in advance before moving large quantities of furniture and equipment. Tenant will reimburse Landlord upon demand for all labor and engineering costs incurred by Landlord in connection with any moving, including a reasonable charge for overhead and profit. Hand trucks not equipped with rubber tires and side guards will not be used within the Building.

3.5. ☐ **Heavy Objects.** Landlord may prescribe the weight and position of safes and other heavy objects. No safe or other object whose weight exceeds the lawful load for the area upon which it would be placed will be brought into or kept upon the Premises. If, in Landlord's reasonable judgment, it is necessary to distribute the weight of any object, the work will be done at the expense of Tenant in such manner as Landlord determines.

4. ☐ **WINDOWS:** Tenant will not cover or obstruct any Building windows or place any parcels or other articles on windowsills. Only window treatments that comply with standards adopted by Landlord may be used in connection with any exterior window or door of the premises of any tenant. No awnings or other projections will be attached to the outside walls of the Building. During the operation of the Building's air-conditioning system, to cool or ventilate the Premises, Tenant will lower and close coverings for all windows in the Premises above the ground floor as reasonably required because of the position of the sun.

5. ☐ **SECURITY:** When the Premises are not in use, Tenant will leave all entrance doors to the Premises locked, all windows closed, and all lights off. Entrance doors will not be propped open at any time. Tenant will not place upon any doors or windows any additional locks or bolts which will not be operable by Landlord's keys for the Building, nor will any changes be made which will make locks inoperable by Landlord's keys. Additional keys for premises and rest rooms will be procured only from Landlord who may make a reasonable charge therefor. Upon Lease termination, Tenant will deliver to Landlord all keys to the Building. Tenant will pay a reasonable charge for any keys not delivered to Landlord.

6. ☐ **SIGNAGE:** Interior signs, elevator cab designations, and lettering on doors, if approved by Landlord, will be supplied by Landlord at the Tenant's expense according to Landlord's specifications. Landlord may prohibit any advertising or sign that Landlord reasonably believes will impair the reputation of the Building or its desirability. Upon written notice from Landlord, Tenant will remove any such advertising or identifying sign.

7. ☐ **FRONT OFFICE APPEARANCE:** Tenants of premises visible from any public portion of the Building will furnish and maintain the Premises utilizing furnishings and decor of similar quality and style to the furnishings and decor in the public portions of the Building. Tenant will not put anything in front of the Building or attach anything to any part of the exterior of the Building or its halls, corridors, or vestibules. No object, notice, lettering, sign, or advertisement will be displayed in or on the exterior windows, doors, or outside wall of any tenant's premises, or at any point inside the premises where it might be visible from outside, without the prior written consent of Landlord, which may be withheld in Landlord's sole discretion. Landlord may remove any violation without liability, and may charge the expense of removal to the Tenant.

Tenant Initials _____ / _____

Landlord Initials _____ / _____

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84 8. ☐ **UTILITIES:** Landlord and its contractors and employees may use, without charge, light, power, and water in the Premises while cleaning or
85 making repairs or alterations in the Premises.

86 9. ☐ **MAINTENANCE REQUESTS:** Tenant's needs will be attended to by contacting the Building's management office. Landlord's employees will
87 not perform any work or do anything outside their regular duties, unless under specific instructions from Landlord.

88 10. ☐ **OTHER:** (describe) _____
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Tenant Initials _____ / _____

Landlord Initials _____ / _____

LINES WITH THIS SYMBOL ◀ REQUIRE A SIGNATURE AND DATE**OREF C-721 | Released 06/2026 | Page 3 of 3**

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