

Tenant Guideline

Vieng Vang Sole Co., Ltd.

Year | **23**

Boulichan Rd, Dongpalan Thong Village, Sisattanak District, Vientiane Capital, Laos
 Email: contact@vvtower.com Tel: 021-454-670 (+856-21-454-670 from abroad)

Contract Term	1 year or more
Deposit	3 months payment (<i>will be refunded after the termination</i>)
Term of Payment	6 months advance payment
Rent fee included	<ul style="list-style-type: none"> - Parking lot, basically 1 car and 2 motorbikes in each 80 m² - Utility cost for water and electricity power (<i>common space</i>) - Waste disposal cost, A/C operation (<i>common space</i>) - 24-hour security guard and CCTV security system - Basic insurance covering 7,000 ~ 30,000\$ depending on rental size - Cleaning for toilets as well as refilling tissues, hand soaps, etc. - Cleaning for 1F lobby, pantry, stair, corridor, roof top green garden - Cleaning for outdoor glasses by basically twice a year - Cleaning for A/C, ventilation system - Maintenance and operation for toilets and pantry spaces - Maintenance for an elevator by once a month - Maintenance for building outer walls and landscape
Facilities	<ul style="list-style-type: none"> - Rooftop green garden and relaxation area - Pantry spaces for tea/coffee breaks, etc. - 24-hour security guard and CCTV security system (<i>Double doors keycard & fingerprint access at 1F main entrance</i>) - LAN & internet setup systems - Backup power electrical systems (<i>common area & elevator</i>) - Ceiling height (2.8-3.5 m), white-painted wall and curtains - Multi-layered security glasses and terrazzo floors - High-precision sensors in toilets, smoke and heat detectors - Fire extinguisher, sockets for electrical equipment
Space modification	<ul style="list-style-type: none"> - Based on our approval, any renovation will be available. - The tenant will be responsible for expenses including restoration to original state.
Telephone line	One-fixed line installed in each tenant
Internet services	<ul style="list-style-type: none"> - Optic fibers installed for a service provider - Each tenant will be responsible for the application and payments for the service. <i>*With our assistance if necessary</i>
Electricity fee: leasing area only	<ul style="list-style-type: none"> - Electrical fee is exactly measured by the meter installed. - The fee will be monthly recorded for your rental period. (FYI. Approximately 954 LAK/kwh excluding 7%VAT in Year 2023) <i>*No service fee is collected based on our transparent billing practice.</i>
Tenants' signboard	Three-type signboards on outdoor, indoor and parking lot