

Welcome Package

LOCK CHANGES – When your space is tendered to you, it will be very important to have the lock cores changed out right away, since the present lock core allows access to your space by some of our contractors. You are responsible for this work and may use the locksmith of your choosing.

ELECTRICAL SERVICE – It is very important that you contact the appropriate utility company and discuss the requirements of changing service into your name, so that you will be prepared to do this at the appropriate time.

***WATER SERVICE (TENANT METER)** – You should also contact the water company to ensure the water will be turned on in your name at the appropriate time, to avoid any disruption in service.

***WATER SERVICE (SHARED METER)** – Since your lease space is on a shared water meter, you will be charged for monthly usage as was set up in your lease. I'll be happy to explain this further, if needed.

GAS SERVICE – If this space is served by a gas meter, you should contact the gas company to have the account established in your name at the appropriate time.

HELPLINE – Provides a list of key contacts within our company, as well as utility providers, their phone numbers, email address and/or website links.

CERTIFICATE OF INSURANCE – A sample of the COI that is required for your business.

FAQ'S – Review frequently asked questions and answers.

TENANT SALES REPORTING FORM – This form is used to report your monthly sales.

TENANT FEEDBACK FORM – Form provided so that you can provide feedback to our company.