

New Tenant Information Checklist:

Attached: Business cards for your Property Manager and Assistant Property Manager
11" x 17" site drawing required by City Building Inspections
Parking Analysis required by City Building Inspections
Tenant Emergency Information to be completed and returned
Approved Finish-out Contractor List
Helpful Vendor Phone Numbers
HVAC Maintenance Requirements Checklist
Courtesy List of City Services

Have your locksmith or contractor **re-key all door locks**.

Send the Landlord the following **finish-out information** as soon as it is available to you:

1. A copy of your signed Construction Contract showing the detailed scope of work.
2. Your contractor's and subcontractors' names, addresses, license numbers, liability and worker's compensation insurance.
3. A copy of your construction drawings as submitted to City Building Inspections.
4. A copy of your Certificate of Occupancy once the finish-out is completed.
5. Copies of all invoices and documents supporting the Scope-of-Work Contract.
6. Contractors full release of lien (notarized)

NOTE: Your finish-out contractor's scope of work must be approved by the Landlord. A final inspection will be made by the Landlord's contractor prior to any rent abatement or payments to tenant or contractor.

_____ Transfer **utilities** into your name after you have applied for your Building Inspection Permit with the city.

_____ Prior to occupancy, please send a copy of your **Certificate of Liability Insurance** showing the Landlord as Additional Insured.

_____ Inspect any/all existing **water heaters** because it is a tenant responsibility per your lease agreement.

_____ Have your signage contractor submit color drawings with electrical and dimension specifications to the Landlord for approval. All **window, banner, building and pylon signage** must be approved by Landlord prior to ordering. Submission may be made via property manager's e-mail. Signage criteria for most properties requires lighted individual channel letters mounted on a raceway. (See Exhibit "E" of your Lease Agreement for complete signage criteria.)

_____ Set-up an **HVAC Maintenance Contract** and send a copy to the Landlord. Tenants are responsible if their contractors leave HVAC covers unsecured resulting in water damage to the tenant's premises. Prior to an HVAC contractor accessing the roof, the Landlord must be contacted and the contractor's name, phone number, contractor's license number and Certificate of Insurance must be provided.

_____ Any **satellite dish or roof penetration** must be done using the Landlord's installation criteria in order to prevent damage to the roof. Call TY Commercial Group for drawings and criteria.

A copy of your signed lease and payment coupons will be sent to you in approximately two weeks. Thank you.