

## Tenant Information Sheet

- 1. Trash Removal** **Business Centers prefers that tenants call Randy's Sanitation at 763-972-3335 or 763-972-4123 for all trash needs.** Please refer to Article 4, section 4.3 of your Lease Agreement; *all refuse must remain within the Leased Premises at all times except during the day of and for the purpose of removal unless otherwise provided for by the Landlord.*
- 2. Keys** If you need additional keys, or you need your locks changed, call 952-929-8825. There is a charge for lock changes. Business Centers supplies bathroom keys for the tenants at 6305 Cambridge. Tenants at the 27 West Business Center and the West 5 Business Center are required to have keys duplicated at Business Centers. **Please contact our office at 952-929-8825**
- 3. Maintenance** If you have a maintenance issue, call the office at 952-929-8825.
- 4. Signage** **Signs are ordered through Business Centers at Tenant's expense.** Please call Bill for approval and ordering.
- 5. Utilities** **Please call Susan at 952-929-8825 if you have questions about utility billings.**  
Xcel Energy (800) 481-4700 - Center Point Energy (612) 321-4939
- 6. Internet/Cable** Call 1-800-Comcast or Century Link (866) 904-1817
- 7. Parking** There is absolutely **NO OVERNIGHT PARKING!** This includes all Common Areas. Vehicles found to be in violation are at risk of being towed at owner's expense.
- 8. Fluorescent Lights** **Tenant is responsible for all lighting fixtures in your space.** Replacement bulbs can be obtained from Business Centers and Maintenance will install at their convenience. An installation and recycling fee will be applied to your monthly statement.
- 9. Mail** Tenants at the **Cambridge Business Centers** are responsible for contacting the **Post Office at 952-922-9104** for a mail box located in front of the 6305 building.  
**Eden Prairie:** Contact the Eden Prairie Post Office located at 8725 Columbine Rd, Eden Prairie for keys. The mail box cluster at this building is the property of the Post Office. (952) 944-7186
- 10. HVAC** Tenants with heating and air conditioning in their bays will be charged \$15.00 per month to cover the spring and fall preventative maintenance programs. Contact office with questions 952-929-8825
- 11. Late Fees** Statements are mailed on or before the 20<sup>th</sup> day each month; however, **whether or not you receive one, rent is still due on or before the 1st of each month. *Late fees will be applied at noon on the 6th day of the month whether or not a holiday is involved;*** Please refer to Article 1 Section 1.4 of your Lease Agreement.
- 12. Pets** Business Centers does not allow any pets on the Leased Premises, Commons Area, or on the grounds.
- 13. Forklift** Available at a charge to Cambridge Street and Oxford Street Tenants only.
- 14. Fire Extinguisher** **State and City codes require a fire extinguisher in each bay.** The Fire Marshall periodically inspects our buildings. Any outdated extinguishers will be replaced at Tenant's expense.