

THINGS YOU WILL WANT TO KNOW.

Thank you for viewing our web site. Things you need to know about your potential rental are as follows.

All potential tenants are required to fill out our rental application and provide a copy of their Drivers License

You will be provided with a lease for a minimum of three months or any length you desire. After your initial three months, your lease reverts to a month to month lease. When you decide to vacate, provide us with a thirty day notice and your last months rent will be applied to to your account. All rents are due on the first of each month and you will receive a monthly invoice by email. Your thirty day notice must be provided on or before your last month of stay.

All leases require three months of rent in advance in the form of first months rent, last month rent and one months rent as a security deposit. Additionally there is a key deposit of \$15.00 for each key (elevator key, room key) and a \$15.00 directory fee. Building Wifi is available for \$25.00 per month or you can have your own internet provider provide you with your own internet service.

If you are renting an individual office, your electricity is included in your rental payment. There is no additional charge.

Your suite will be available to you as soon as your initial deposits have been received by Valley Bank. Always remember to include your name and suite number on your check or payment method. Please see the Payment Methods PDF for what you need to know to make payments to our bank account at Valley Bank.

You will be assigned a mail slot at our mail center on the third floor for you incoming mail.

You are responsible for your own cleaning within your suite. Trash is picked up when you leave your trash bin outside your office door.

You must provide a carpet protector under your chair so as not to excessively wear the area under your chair.

There is no smoking allowed within The Lion Building. No pets are allowed.

You will be provided with a security code for after hours access to your suite. The front doors lock at 5:30 in the evening and unlock at 7:30 in the morning automatically.

Please clean up after your self in the break room areas and be courteous to other tenants using the space.

The conference room on the third floor is available to all tenants. Please sign in on the sheet on the door to reserve your time.

Please turn off your lights and computers when you leave your office. If you are the last one out, please turn off the hall lights.