

Common FAQs regarding Landlord vs. Tenant Responsibilities

- **HVAC:** Your lease normally provides that **Tenant** is responsible for the upkeep, repair, and replacement of the heating ventilation and air condition equipment servicing your property. The **Landlord** will guarantee the first thirty (30) days of operation of your equipment as a good faith gesture.
- **Repairs:** The **Landlord** will repair during the first thirty (30) days any plumbing or electrical problem unless they were caused by the tenant.
- **Glass:** Unless otherwise noted in the lease, **Tenant** is responsible for all glass breakage.
- **Ceiling tiles:** Unless otherwise noted in the lease, **Tenant** is responsible for replacing all ceiling tiles.
- **Burglaries:** The Landlord is not liable for any losses due to burglaries. This is why **Tenants** must have General Liability Insurance.
- **Trash:** If your business generates a lot of trash please contact the management company to arrange your own dumpster. Your normal trash pickup times can be found out by calling the trash company. The number is provided in the list of vendors for your property.
- **Corrugated Boxes:** If your business generates boxes that go into the trash, please have your employees flatten them or unfold them and put them into recyclable trash containers if available.
- **Antennas:** All roof penetrations for antennas must be done by an approved roofer. Please contact the management company for a list of approved roofers.
- **Insurance:** **Tenant** is responsible for the maintenance of liability and contents insurance of your suite. Please have your insurance agent contact the management company to make sure you are covered properly.
- **Keys:** You have been given one or more keys to your suite. We encourage you to have the locks changed to protect your possessions and inventory.
- **Mail:** **Tenant** is responsible for all mail and parcel deliveries to your suite. The management company cannot accept any responsibility for these deliveries.
Please note: correspondence from the management company will go to the business location address.
- **Maintenance:** Except for common areas, the Landlord is not responsible for maintenance. If you have a problem in your suite, not including roof leaks, please fix it.
- **Utilities:** **Tenant** is responsible for all utilities to your suite. Please refer to the enclosed list of utility companies in your area.
- **Parking:** The parking lot for your center has been designed by a licensed architect and authorized by the city codes. Please follow the local codes and if there are any questions, please contact the local authorities. If **Tenant** violates city codes on parking by using too many spaces, Management Company reserves the right to tow illegal cars.

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- **Security:** The management company strongly encourages **Tenant** to install locks and a professional security alarm system.
- **Signage:** The signs in all areas of the property are strictly controlled and must be approved to include monument, glass store front and any other signs.
- **Tenant Construction:** All Tenant improvements must be approved by the Landlord and must be to city code. **Tenant** is responsible for the construction dumpster for all construction work.
- **Move in:** All move-ins are the responsibility of the **Tenant**. Tenant must call utilities and apply for Certificate of Occupancy (C.O.) at the city. All inspections are **Tenant** responsibility. If there are any questions please contact the management company.