

WELCOME!

Thank you so much for choosing to become a part of the Riverwood Properties family. We are excited to partner with you and your business to create a long and successful relationship. This brochure is intended to provide you with useful information about your property. We hope you find this information helpful, and if you have any additional questions, please feel free to reach out to us!

Riverwood Properties

(770) 955-7676

(770) 955-7606

www.Riverwoodproperties.com

Property Manager:

Deanna Cook

Direct Line (678) 501-5347

Cell (678) 858-7195

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Anthony Thompson

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Accounts Payable:

Darlene Brown

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Leasing/Tenant Representation:

Marrissa Chanin

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marrissa@riverwoodproperties.com

GENERAL INFORMATION

✓ **KEYS**

- Provided to you upon possession
- Change locks as soon as possible for liability reasons

✓ **CERTIFICATE OF INSURANCE**

- Submit to landlord prior to build-out
- Add additional Insured as follows:

C/O Riverwood Properties, LLC

3350 Riverwood Parkway, SE

Suite 450

Atlanta, GA 30339

✓ **BUILDING SIGNAGE**

- Install within 90 days of lease
- Obtain Landlord approval
- Please ensure proper installation
- See lease for additional requirements

✓ **BANNERS**

- Welcome banner allowed during first 5 weeks for grand opening
- Landlord approval required
- No holes or damage to building

✓ **PARKING**

- Shopping center owners and employees must park behind center

✓ **UTILITIES**

- Transfer utilities to your name upon possession
- Landlord bills water separately; water budget reconciliations occur on an annual basis

✓ **HVAC**

- Opt in/out to use landlord HVAC contractor
- If opt out, provide property manager with your HVAC contract

✓ **TRASH**

- Place all trash in a tied bag and break down all boxes
- No bags or boxes on ground
- Contact property manager for removal of additional larger items

✓ **DELIVERIES**

- Direct all deliveries to the rear of the shopping center, preferably before 10am

✓ **MAIL**

- Present a lease copy to nearest post office to obtain a mail box key at the property

For additional information, please refer to your Lease.

**Please Remit All Rent
Payments To:**

*c/o Riverwood Properties, LLC
P.O. Box 724506
Atlanta, Georgia 31139*

Rent is due on the 1st day of each month. Late payments will be subject to a penalty.

We work hard to maintain the visual appeal of our centers, and we urge you to let us know if anything needs attention, or if other tenants are violating the rules of the shopping center. Thank you so much for your help!

UTILITY PROVIDERS

Electricity

Please Contact Property Manager

Gas

Choose Provider

www.gasgeorgia.com

Water

Please Contact Property Manager

Post Office

*Closest Post Master
www.USPS.com*



INFORMATION GUIDE FOR NEW TENANTS

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RIVERWOOD PROPERTIES
Commercial Real Estate Development & Management