

Lakeview Building
10411 Corporate Drive
Pleasant Prairie WI 53158

Move In Procedures

Prior to moving into your new tenant space, the following items should be completed. Refer to your building address and specific suite when calling.

Deposit & Rent Prior to moving in, the Tenant's deposit and first month's rent must be paid to Landlord.

Insurance Certificate Prior to moving in, a certificate of insurance (see sample) must be submitted to Landlord. Certificate to be kept current with Landlord for the life of tenancy.

Locks & Security We will be keying your suite and handing you a total of two (2) keys upon move-in.

Utilities

Call We Energies and have the electric service put in your name approximately two weeks prior to move-in. Refer to your suite # when calling (800-242-9137).

Mail Service Your mail service can be started immediately. Stop at our office for a key to your mailbox. Insert a business card in the box with your suite number so that the carrier will know that you are moving in.

Occupancy Permit Immediately after move-in, call the Village of Pleasant Prairie at 694-9304 to schedule a final walk through and occupancy permit.

Warranty Your suite is covered under warranty for one year starting on the commencement date as identified in your lease. Contact our Maintenance Manager for any building issues. After one year, you may contact Riley Management or the service technician of your choice.

Landlord Contact Information

Building Issues Maintenance Manager 262-818-6601

All Other Issues Nancy Barthuly 262-857-8500; nancyb@rileymanagement.com