

# **Shanron Office Building**

**Building I 5027 Green Bay Road**

**II 5017 Green Bay Road**

## **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.

**Gas & Electric** Gas and electric service must be switched into the Tenant's name at least one week prior to moving in. Call We Energies at 800-242-9137.

**Locks & Security** It is the responsibility of the Tenant to re-key the suite once moved in. Call Hoernel Lock & Key at 262-552-9698 or the locksmith of your choice.

**Mail Service** To obtain a key to your mailbox and start your mail service, call the United States Post Office at 657-5955.

**Occupancy Permit** Immediately after moving in, call the fire inspector for a final walk through and occupancy permit. 262-653-4110.

**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 continue to contact our Maintenance Manager 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