

**CARROLLWOOD PROFESSIONAL CENTER
NEW TENANT INFORMATION**

ELECTRIC: TAMPA ELECTRIC COMPANY (TECO)
813.228.1010

WATER: HOCUTT / WATER SUBMETERING COMPANY; FORM PROVIDED, PLEASE COMPLETE & RETURN IMMEDIATELY, LANDLORD WILL WORK DIRECTLY WITH SUB-METERING COMPANY TO SET UP YOUR ACCOUNT. BILLS WILL BE SENT TO ADDRESS YOU PROVIDE ON FORM. AUTO PAYMENT OPTION AVAILABLE.

TRASH: PROVIDED AS PART OF CAM EXPENSES. DUMPSTER ENCLOSURES PROVIDED THROUGHOUT PROPERTY.

ALL BOXES MUST BE BROKEN DOWN TO CONSERVE SPACE AND SAVE MONEY.

SHERIFF'S OFFICE: **Non-Emergency: 813.247.8200**

- Landlord has an existing trespass authorization on file with Hillsborough County Sheriff's Office for common areas.

MAIL DELIVERY: MAILBOXES LOCATED IN FRONT OF PROPERTY.

INSURANCE: ADDITIONAL INSUREDS TO BE LISTED AS FOLLOWS;

- RMMDC, LC
- CARROLLWOOD PROFESSIONAL CENTER ASSOCIATION, INC.
- PRIMERICA GROUP ONE, INC.

ALL AT: 3603 MADACA LANE
TAMPA, FL 33618

SIGNAGE: All signage visible to exterior of premises, installed on doors or any common signs must be approved by Landlord. Please have sign vendor forward draft to Property Manager for review.

PROPERTY MANAGER: DONYA K. BECKMAN
Primerica Group One, Inc.
OFFICE: 813.933.0629 EXT. 206
MOBILE: 813.927.0011
E-MAIL: DONYA@PRIMERICAGROUPONE.COM

*PLEASE CONTACT DONYA WITH ANY BUILDOUT / TENANT IMPROVEMENT QUESTIONS.

Prior to commencing construction in Premises, Landlord must approve tenant improvement plans, Contractor must provide evidence of insurance as well as a copy of contractor's current license.

***TENANT CONTRACTOR TO PROVIDE TRASH REMOVAL DURING TENANT IMPROVEMENTS.**

PLEASE CONTACT PROPERTY MANAGER FOR APPROVAL OF REQUESTED LOCATION FOR CONSTRUCTION DUMPSTER. CONTRACTOR MUST PROTECT PARKING LOT FROM DAMAGES BY PLACING PLYWOOD UNDER DUMPSTER WHEELS. ANY ASPHALT DAMAGE REPAIRS SHALL BE BORNE BY TENANT.

***ANY ROOF PENETRATIONS MUST BE PERFORMED BY LANDLORD ROOFER – TENANT EXPENSE.**

- **CONTACT: ADVANCED ROOFING, CAROLINA BAEZ, 813.885.5811.**
 - **EMAIL: CAROLINAB@ADVANCEDROOFING.COM / CC: SCOTTR@ADVANCEDROOFING.COM**

ALL RENTS ARE PAYABLE TO:

RMMDC, LC
3603 MADACA LANE
TAMPA, FL 33618

If you wish to pay via ACH, information provided via separate attachment.