

Rent: Who, What, When, Where?

Rent payments are due the first day of each month. In accordance with your lease there is a minimum \$50.00 late payment fee for rent payments received after the 5th of the month. Please mail or deliver your rent check payable to:

Lexington Park Properties, LLC

18141 W Catawba Ave.
Cornelius, NC 28031

Avoid being late on rent:

USE AUTODRAFT

We will gladly provide you with the information and form necessary to take advantage of this easy free service. You can cancel at any time. Just ask us for more information.

Lexington Park
Properties, LLC

18141 W, Catawba Ave
Cornelius, NC 28031

Phone: 704-655-0379
Fax: 704-655-2985
Email: info@lexingtonparkproperties.com

Important Numbers

Lexington Park Properties, LLC

During business hours 9-5.....704-655-0379
After hours /emergency.....704-907-7231

Chamber of Commerce

Lake Norman Chamber704-892-1922

Printing/Copies

Alpha Graphics.....704-896-9622
Kwik Kopy..... 704-987-0111

Post Office/Mail

Cornelius Post Office..... 704-892-6420
20311 Chartwell Center Dr.
Cornelius, NC 28031

Overnight Delivery Pick-Up

UPS.....800-742-5877
Fed-Ex.....800-463-3339
DHL (formerly Airborne Express)....800-225-5345

Phone Service

AT & T Small Business Service.... 866-620-6000

Renters Insurance

Partners Insurance..... 704-896-9865

Emergency

Cornelius Police Department..... 704-892-1363
Lexington Park Properties
after hours emergency #.....704-907-7231

“Excellent Value in
Office Space”



**Lexington Park
Admirals Office
Suites**

Thank you for choosing Lexington Park Properties Office Suites

We recognize that you have a choice when you chose where to operate your business. Our goal is to provide a very professional working environment at a very affordable price. In this booklet you will find the answers to some of the most common questions.



If you need to make a copy or two or send a fax, give our office a call, we are always happy to help.

Getting your mail

The mail box for your office suite is a shared mail box arrangement. The mail box is located behind unit 18135 as you enter the parking lot from W. Catawba Ave. There is also an outgoing mail deposit at the same location. UPS and Airborne Express drop boxes are conveniently located in Kenton Circle. The mail key is located in the pantry above the sink.

Internet Service

Lexington Park Properties does provide High Speed DSL service in some of our properties. If you are located in one of these suites, keep in mind that as dependable as the service is, it sometimes will go down. If you lose your internet connection, try asking a neighbor in the unit if they are experiencing the same problem. If so, the DSL connection to your building is likely experiencing technical difficulty. Give our office a call and let us know and we will work with you and our service provider to help get it back up promptly.

Conference Room

A conference room is available on site. Just give our office a call to reserve the date and time that you need it. Conference room use is Free for office space clients, and \$15.00 per hour or \$50.00 per day for non office space clients.

Cleaning Service

For our executive suites we provide cleaning service for the common areas including the bathroom, kitchen and reception. For the courtesy of everyone in your unit we ask for your help in keeping these areas clean by cleaning up after yourself, should an accident or spill occur. Your help in keeping these areas clean is greatly appreciated by everyone. If your unit needs special attention, please call our office at 704-655-0379.

Insurance Coverage

In accordance with the lease both Lexington Park Properties and tenant shall each maintain appropriate insurance for their respective interests. Lexington Park Properties LLC shall be named as additional insured in such policies. Although you are free to chose any provider you wish, for convenience and quality of service we use:

Partners Insurance...704-896-9865 located at 18135 W. Catawba Ave. Cornelius, NC 28031.

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