



Tenant Property
Introduction Booklet

Prairieview Shopping Center
Prairie Center Drive
Eden Prairie, MN 55344



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INTRODUCTION

We welcome you to Prairieview Shopping Center, Eden Prairie, Minnesota. We have prepared this Tenant Property Introduction Booklet for your convenience to assist you in making a smooth and efficient move into your new premises.

This booklet will help acquaint you with the policies, practices and procedures of Prairieview Shopping Center and serve as a future reference for questions and services pertaining to your leased space in the center.

Should you have any questions that are not answered here, or need assistance with regard to your premises, please feel free to call United Properties. We look forward to working with you in the future.

United Properties
(651) 734-2389

**EMERGENCY SERVICE AND
IMPORTANT TELEPHONE NUMBERS**

Fire	911
Medical Aid	911
Police Emergency	911
Police Non-Emergency	952-949-6200
City of Eden Prairie	952-949-8300
United Properties (24 hours)	952-831-1001

SUGGESTED CONTRACTOR CONTACTS

Heating/Air Conditioning:

Pearson Mechanical	651-275-1100
United Properties	952-831-1001

Electrical:

RT Electric (Rob Schiller)	612-221-4983
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Electricity:

Xcel Energy	1-800-481-4700
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Gas Service:

Reliant Energy	612-372-4727
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Plumbing:

McDonough (Steve)	612-333-3700
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Windows, Doors, Glass:

Harmon Glass (24 hours)	612-721-6393
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Locksmith:

Assured Security (Mark)	763-541-5366
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LANDLORD/MANAGEMENT INFORMATION

LANDLORD:

The owner of the property is Prairieview Retail, LLC, and they have contracted with United Properties as their contract manager for the property.

CONTACT:

United Properties
3500 West American Blvd, Suite 200
Bloomington, MN 55431
(952) 831-1000

Property Manager:

Kurt Stenson
444 Cedar Street, Suite 900
St. Paul, MN 55101
(651) 734-2389 – direct line
(952) 835-8803 – fax

Assistant Property Manager:

Nick Ertz
444 Cedar Street, Suite 900
St. Paul, MN 55101
(651) 734-2398 – direct line
(952) 842-2276 – fax

Property Accounting:

Julie Nyseth
(952) 893-8298 - direct line

Leasing Agent:

Gregg Erickson
(952) 837-8509 – direct line
(952) 842-2212 – fax

Ronn Thomas
(952) 893-8230 – direct line
(952) 893-3631 – fax

MOVE-IN PROCEDURES

ELECTRICITY:

Xcel Energy requires you make arrangements with them to transfer the utility service to your company's name effective on your move-in date. You should know that we are not allowed to do this on your behalf.

GAS SERVICE:

Reliant Energy requires you to make arrangements with them to transfer the gas utility service serving your company effective on your move-in date. Again, you should know that we are not allowed to do this on your behalf.

TELEPHONE:

United Properties Corporation will provide telephone outlets and the conduit in the walls on your demised premises.

The tenant is responsible to have phone lines distributed from the phone room of the building to the tenant's individual space (outlets). United Telephone Co. or a vendor of your choice can provide this service to you. It is the tenant's responsibility to coordinate with United Telephone or the vendor of your choice to connect the phone service and assign the phone number of your choice to connect the phone service and assign the phone number for your business. It is also imperative that you or your phone installer representative make arrangements in advance to pick-up and secure a key from our offices to gain entry to the main telephone equipment panels. United Properties is not in the position to personally deliver keys for the telephone or mechanical room access; however, we shall make them available to check out for installation.

KEYS:

One key for each door of the premises will be made available to you upon acceptance of your premises. Arrangements for additional keys, re-keying of locks or miscellaneous repair to the locks or related systems are a tenant responsibility.

SIGNAGE:

Each tenant has the right to identify their individual leased premises in accordance to your Lease Agreement and your sign contractor is required to follow the established building sign criteria guidelines if you wish to identify your premises. If you need assistance with a reputable sign contractor, we will be able to recommend a sign company.

NOTICES:

Any notice as required by lease shall be given by the tenant must be forwarded in writing to the following address:

United Properties
3500 West American Blvd, Suite 200
Bloomington, MN 55431

RENTAL PAYMENTS:

All monthly rental payments or additional rents are to be made payable to **Prairieview Retail LLC** and mailed on or before the first day of each month to:

Prairieview Retail LLC
c/o United Properties
CB 0121 Box 1164
Minneapolis, MN 55480-1644

We want to emphasize the importance of your rental payments being made on or before the first day of each month and we appreciate your cooperation in this matter.

SALES REPORTS:

All sales reports are due monthly directly to the property manager.

INSURANCE REQUIREMENTS:

Article 7 Insurance of your lease describes the insurance requirements for your leased premises. Please take this opportunity to review these requirements with your insurance agent and provide the necessary Certificates of Insurance to United Properties at least ten days prior to occupancy. Please be sure and name **United Properties and Prairieview Retail LLC** as additional insured.

REPAIRS AND MAINTENANCE:

Article 6 – Maintenance and Repairs of the Premises - Highlights your responsibility as tenants to maintain, clean and keep in good repair throughout the term of the lease, the entire premises and appurtenances including without limitation the maintenance, replacement and repair of any interior walls, floors, store front, doors, window casements, glazing, heating and air conditioning systems, plumbing, pipes, electrical wiring and conduits and any equipment of the landlord used or utilized by the tenant. The landlord is required to repair the roof, exterior walls, foundation, and areas provided by landlord for the common benefit and use of all tenants on the project. We will be happy to recommend contractors that could assist you with the necessary repairs or maintenance items that you are responsible for within you leased premises.

PARKING:

The parking lot has designated stalls for handicapped parking only. We ask that you please advise employees and staff to refrain from parking their vehicles directly in front of adjacent or other tenant's leased premises and to direct them to park their cars in the outer lot or behind the center.

Sincerely,

UNITED PROPERTIES