



**NEW INDUSTRIAL TENANT INFORMATION**

It is a pleasure to welcome you to our North Kansas City Community. We hope this will be the beginning of a mutually beneficial business relationship. The following information may aid you in expediting miscellaneous services.

**Certificate of Occupancy & Business License:** City of North Kansas City, Dept. of Public Works (816) 274-6004  
2010 Howell, North Kansas City, MO 64116

**Missouri Certificate of No Tax:** (If you charge a sales tax for goods purchased from your location.)  
City of North Kansas City (816) 274-6000

**Clay County Business Registration:** County of Clay (816) 407-3600

**ELECTRICITY AND GAS ARE YOUR RESPONSIBILITY\***

Evergy (fka K.C. Power & Light Co.)	(816) 471-5275
Spire (fka Missouri Gas)	(816) 756-5252
NKC Water Department	(816) 274-6000
AT&T Business Telephone (other services available)	1 (800) 499-7928
Fiber Optics (available): liNKCity	(816) 412-7990

*\*It is your responsibility to have the electricity and gas switched over into your name. If service has not been switched after five days from occupancy or the commencement of your lease, we will call the electric, water and gas companies and may have the utilities shut off. To avoid any disruption of service, please take time out now to call the utility companies and arrange for your service.*

**Other:**

NKC Police Department	(816) 274-6013
NKC Fire Department	(816) 274-6025
<b>EMERGENCY – Police/Fire/Ambulance</b>	<b>911</b>

**Janitorial:** Janitorial, including trash dumpster and snow removal, is your responsibility.

**Signage:** Sign Craft, Inc., phone (816) 421-6900, is able to furnish exterior signage, at Tenant’s cost. Other sign companies are also available. Please furnish sign requests and contractor’s insurance to Landlord for approval.

**Insurance:** Please furnish NT Realty with a Certificate of Commercial General Liability Insurance, listing your Landlord LLC, its manager (Northtown Manager, LLC), member, member’s partners, partners of member’s partners, affiliates and NT Realty, Inc., as “Additional Insured” per the Lease Agreement.

**Rental Payment:** Your monthly rent should be made payable to your Landlord LLC, and mailed to 1828 Swift, Suite 203, North Kansas City, MO 64116. Northtown Devco does not send out monthly rent statements. Please make a copy of the front page of your lease and use as a recurring statement.

Emergency personnel are available 24 hours a day. During working hours, 8:00 a.m. to 5:00 p.m., please call LeeAnn Johnson, Property Manager, direct at (816) 221-2300. After hours and on weekends our automated answering service, also (816) 221-2300, pages on-call personnel. Non-emergency service requests may be e-mailed to lajohnson@ntrealty.com.