



NEW OFFICE 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 (816) 274-6004
Department of Public Works
2010 Howell
North Kansas City, MO 64116

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

Telephone: AT&T Business Telephone (other services available) 1(800) 499-7928
Fiber Optics (available): liNKCity (816) 412-7990

UTILITIES ARE YOUR RESPONSIBILITY* Evergy (fka KC 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

Other: NKC Police Department (816) 274-6013
NKC Fire Department (816) 274-6025
EMERGENCY -- Police/Fire/Ambulance 911

Signage: Contact the N. T. Realty office for directory information and door signage.

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, Missouri 64116. NT Realty 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 emailed to lajohnson@ntrealty.com.