



NEW RETAIL 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 Department of Public Works 2010 Howell North Kansas City, MO 64116	(816) 274-6004
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
UTILITIES ARE YOUR RESPONSIBILITY*	Evergy (fka KC Power & Light Co.) Spire (fka Missouri Gas)	(816) 471-5275 (816) 756-5252
RESPONSIBILITY*	NKC Water Department AT&T Business Telephone (other services available) Fiber Optics (available): liNKCity	(816) 274-6000 1 (800) 499-7928 (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 the commencement of your lease, we will call the electric and gas companies and have these utilities switched for you. 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
	EMERGENCY -- Police/Fire/Ambulance	911

Signage: Sign Craft, Inc., phone (816) 421-6900, is able to furnish exterior signage for lower level retail space, 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. 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 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