

Rent: Who, What, When, Where?

Rent payments are due the first day of each month.

In accordance with your lease there is a \$50.00 late payment fee for rent payments received over 5 days late.

If your account is not on auto-payment , 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.

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

BellSouth Small Business Service.... 866-620-6000

Renters Insurance

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

Emergency

Cornelius Police Department..... 704-892-1363
Lexington Park Properties.....704-907-7231
(Chase Thompson's cell phone)

Excellent Value in
Office Space

*Welcome to
your new
office suite*



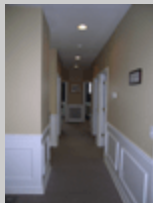
**Lexington Park
Village Harbor**

**8226 Village Harbor Dr.,
Cornelius, NC 28031**

Thank you for choosing Lexington Park Properties Office Suites

We recognize that you had a choice when you chose your new office suite from Lexington Park Properties. 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.

We are glad you are here.



Getting your mail

Your new address will be:
8226 Village Harbor Dr. Ste. #__
Cornelius, NC 28031

The mail box sits in the rear of the complex. There is also an outgoing mail deposit at the same location. UPS and Airborne Express drop boxes are conveniently located in Kenton Circle.

Internet Service

We are pleased to include high speed internet service through a DSL in the price of your unit. 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 then the DSL connection to our building is likely experiencing technical difficulty. Give our office a call and let us know and we will work with our service provider to get it back up promptly.

Conference Room

A conference room is available in the unit located at 18141 W Catawba Ave. Simply call 704-655-0379 to check availability and reserve the room in advance. The cost for the conference room is \$15.00 per hour, with 1 hour minimum.

Copier Service

Copier service is not included with your office suite. We recommend using a local printing company for your bigger print jobs like Alpha Graphics in Kenton Place (704-896-9622), or Kwik Kopy located in Birkdale Village (704-987-0111). A personal copier or printer with copy functions like most of the HP LaserJet series can be very convenient and cost effective for small print or copy jobs.

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.

Partners Insurance...704-896-9865

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Chase Thompson or Tom Harding
704-655-0379