

TENANT CHECK LIST

TENANT:

SPACE:

TRUCK COURT:

PHYSICAL ADDRESS (Mail & Utilities): _____ Hickory Ridge Mall STE ____, Memphis, TN 38115

CODE ENFORCEMENT ADDRESS (Certificates of Occupancy): As above

*This checklist outlines the tenant's responsibilities and requirements that must be satisfied in order to take possession of a space and move-in.
It may not be all inclusive of all tenant responsibilities.
Refer to your Lease Agreement and the "Tenant Rules and Regulations"
for more information.*

ALL MOVE-INS MUST BE COORDINATED WITH THE MALL'S MANAGEMENT REPRESENTATIVE

CERTIFICATE OF INSURANCE –

The certificate of insurance must be received prior to possession of the space and must remain current at all times - no exceptions.

Please check your Certificate of Insurance to make sure it includes under **General Liability** the following information:

\$1,000,000 Commercial General Liability Insurance
\$2,000,000 Liability Umbrella
\$ 200,000 "All Risk" Property Insurance (Damage to rented premises)

ADDITIONAL INSURED:

Hickory Ridge Mall C.D. Corporation and Hickory Ridge Mall.

SECURITY DEPOSIT

Security deposit must be received prior to possession of the space.

Make checks payable to:

Hickory Ridge Mall C.D. Corporation

LICENSE AGREEMENT

Three (3) original signed copies of your lease agreement *must be received in the mall office prior to possession of the space.*

RENT PAYMENT

Your first rent payment is due on or before the Payment Date specified in your lease. Checks payable to: -- see SECURITY DEPOSIT above.

PHONE SERVICE

Exhibit is responsible for contacting the phone service provider of their choice to establish phone service.

UTILITIES - [IN-LINE]

Exhibitor is responsible for all utilities in the space and for contacting MLGW to connect and disconnect the utilities. MLGW: 901-544-MLGW. You will need to provide MLGW with your physical address for billing. **THE UTILITIES ARE CURRENTLY IN THE LANDLORD'S NAME WHO WILL CALL FOR A CUT OFF OF THAT ACCOUNT TEN (10) DAYS AFTER LEASE SIGNING. Don't delay in calling to transfer to your name. It may cost you a reconnect charge.**

CERTIFICATE OF OCCUPANCY [IN-LINE & KIOSK]

Tenant is responsible for contacting the Memphis & Shelby County Office of Construction Code Enforcement, **6465 Mullins Station Road, Memphis, TN** to obtain all necessary inspections and certificates. *Store may not open until Certificate of Occupancy has been obtained and copy given to mall office.*

General Information	222-8400
Electrical	222-8400
Fire	320-5401
Mechanical	222-8400
Plumbing	222-8400
Building Inspector	222-8400

BUSINESS / TAX PERMITS

Exhibitor is responsible for contacting the City of Memphis, Shelby County, and/or the State of Tennessee to obtain necessary licenses, permits, etc. **A copy of the business license is required before occupancy will be granted.**

KEYS / LOCKS

Once exhibit has possession of space, it is recommended all locks be re-keyed.

TRASH disposal licensee is responsible for trash removal during construction and move in. Mall operations can assist in placement of additional dumpsters.

SIGNAGE / FIXTURES

The mall management must approve all signage before it is ordered and/or installed