



**Tenant Information Sheet**  
**Commercial / Office Tenants**

We have prepared the following information for your use and convenience. Over the years we have found that our tenants have similar questions regarding their use and occupancy of the office space we manage. We hope the following information will be helpful and, in some instances, save you money.

**Air Conditioning** – In our Desert environment, we rely heavily of our air conditioning systems. We have the air conditioning units serviced by Breeze Air Conditioning twice a year. We offer the following four air conditioning tips:

- Clean your air conditioning filters every month during the summer months. We have the air conditioning systems checked and the filters cleaned/replaced twice a year. However, monthly cleaning and/or filter replacement helps the air conditioning unit work more easily and efficiently. This extra filter maintenance is at the option and expense of the tenant. Breeze Air Conditioning has this service available. Their telephone number is (760) 346-0855.
- **Do not** turn your air conditioning system off at night. Set the thermostat to a higher temperature. If you turn the system completely off, the building mass heats up (some times to temperatures in excess of 100 degrees). It takes a lot of energy to bring the temperature back down to a reasonable comfort range.
- **Do not** set the temperature to a very low temperature thinking your suite will cool down faster. The thermostat is just a switch that turns the air conditioning on at a selected temperature. When the thermostat is set too low, the unit runs to long and “freezes”. Set the thermostat at the desired temperature and leave it at this temperature. Please remember on days when the outside temperature is extremely high that no air conditioning system can lower the temperature more than about 35/40 degrees.
- Set the fan to “on” instead of “auto”. This circulates the air and evens the temperature out in the office area. The fan is very inexpensive to operate.

P. O. Box 258, Palm Desert, CA 92261  
(760) 578-1654 Fax (760) 262-3947



## H O M M E P R O P E R T Y M A N A G E M E N T

**Repairs** – In most cases, it is the responsibility of the tenant to keep the interior of their unit maintained and in good repair. This includes plumbing and air conditioning repairs. We are more than happy to help make arrangements through the contractors we use for tenant repairs. These repairs are billed directly to the tenants at our cost only. Please be advised that in making these arrangements, we rely on the tenant to provide access to the contractor and to inform us if the repair has been completed on schedule and to the tenant's satisfaction.

**Pest Control** – Since the chemicals used in pest control can be toxic, we do not provide any pest control service. Pest control is at the option of each tenant.

**Exterior Maintenance** – It is our responsibility to maintain the building exterior. We provide weekly maintenance of the landscape, trash, and parking areas. It is the responsibility of the tenant to clean and maintain the glass and entry area in their office suite.

The following agencies/companies provide the utilities/services to your office:

Electricity	Southern California Edison	800-990-7788
Telephone	Verizon	800-483-2000
TV Cable	Time Warner	760-340-2225
Phone/ Data Wiring	Chris Stoker	760-250-1295
Computer Tech	Britt Stoker	760-250-2597
Janitorial	KM Building Services/Mike Salotti	760-285-8777
Signage	TK Signs/Todd & Kasandra Ahlgren	760-775-7225

We try to give our tenants "quiet enjoyment" of their office/commercial space. In other words, we try not to be a "pesky landlord". We make a considerable effort each month to keep the property you are leasing in good condition. If you have any problems or complaints, please let us know. **We sincerely want you to be a satisfied customer.**

Thank you.

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