

Etchandy Commerce Center

**1241, 1247 & 1261 N. Lakeview Ave / 4420 & 4430 Miraloma Avenue
Anaheim, CA 92807-1832**

Service Numbers

Anaheim Business License Info:	(714) 765-5194
Anaheim Chamber of Commerce:	(714) 758-0222
Anaheim City Clerk:	(714) 765-5166
Anaheim City Council:	(714) 765-5247
Anaheim Disposal:	(714) 765-4124
Anaheim Fire Department:	(714) 765-4000
Anaheim Planning and Zoning:	(714) 765-5139
Anaheim Police Department:	(714) 765-1900
Anaheim Public Utilities (Electric/Water):	(714) 765-3300
Anaheim Public Works (Street Maintenance & Sanitation):	(714) 765-6840
AT & T (Phone):	(800) 750-2355
United States Postal Service:	(800) 275-8777

Additional Tenant Information

Management Contact Information:

Office Phone:	(714) 777-1468
Office Fax:	(714) 777-5779
Office Hours:	8:00am-5:00pm Monday to Friday Closed Weekends
Property Manager:	Jim Potter
Accounts Payable/Receivable:	Lisa Conlon
Office Address:	1241 N. Lakeview Ave. Suite F Anaheim, CA 92807

Rent Payment Policy:

- **All rent is due on the 1st of each month.**
- **Rent should be made payable to ETCHANDY COMMERCE CENTER, LLC**
- A late fee shall be charged if rent is not received in our office by 5:00 PM on the 10th day of the month.
- Should the 10th fall on a weekend, a late fee will be charged if rent is not received in our office by 5:00 PM the following Monday.
- A late fee shall be charged regardless of method of payment or delivery, including, but not limited to, electronic payments and other online banking methods. Slower than expected mail delivery shall not be considered an acceptable excuse for late receipt of rent.
- If your rent check is returned by the bank for any reason, including, but not limited to, non-sufficient funds, and a valid replacement check is not received by the 10th (or other acceptable timeframes as provided above), a late fee shall be charged.
- Whether a late fee is charged or not, tenants shall be charged a fee of \$25.00 for each time a check is returned for non-sufficient funds and for all costs charged by the bank.

Please be aware there is a mail slot in the door of our office and rent can be dropped off there at any time. Finally, please note that we send monthly statements as a courtesy to our tenants, but they are not mandatory, and rent is due regardless of your receipt of a statement.

Insurance Requirements:

A liability policy must be in effect at all times throughout the term of your lease and we must have a current insurance certificate in our office at all times. Please be sure to contact your insurance agent and request that a valid certificate be mailed or faxed to our office when your insurance is renewed. The Lessor and property manager must be named as additional insured on your policy *exactly* as follows:

Etchandy Commerce Center, LLC
PR Properties, Inc.
1241 N. Lakeview Avenue, Suite F
Anaheim, CA 92807