

**ESP Industrial**  
**23141 Arroyo Vista**  
**Rancho Santa Margarita, CA 92688**

**Service Numbers**

AT&T (Phone):	(800) 288-2020
Business License Info:	(949) 635-1800
City Clerk:	(949) 635-1800
City Council:	(949) 635-1800
CR & R Waste and Recycling:	(877) 728-0446
Orange County Fire Department:	(714) 573-6000
Orange County Sheriff:	(714) 647-7000
Planning and Zoning:	(949) 635-1800
Public Works:	(949) 635-1800
South Orange County Chamber of Commerce:	(949) 635-5800
Southern California Edison (Electric):	(800) 655-4555
United Stated Postal Service:	(800) 275-8777

**Additional Tenant Information**

**Management Contact Information:**

Property Manager-Steve Prothero:	(714) 925-6319
Accounting-Brian Dalton/Lisa Conlon:	(714) 777-1468
Office Fax:	(714) 777-5779
Office Hours:	8:00am-5:00pm Monday to Friday Closed Weekends
Office Address:	1241 N. Lakeview Ave. Suite F Anaheim, CA 92807

**Rent Payment Policy:**

- **All rent is due on the 1<sup>st</sup> of each month.**
- **Rent should be made payable to ESP INDUSTRIAL.**
- A late fee shall be charged if rent is not received in our office by 5:00 PM on the 10<sup>th</sup> day of the month.
- Should the 10<sup>th</sup> 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 10<sup>th</sup> (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:

***Steven C. Prothero and Joanne Prothero, Trustee of the E.R. Prothero Trust  
dba ESP Industrial  
PR Properties, Inc.***

1241 N. Lakeview Avenue, Suite F  
Anaheim, CA 92807