

# Tenant Network

## Fall 2017



### WELCOME NEW TENANT

Please join us in welcoming our newest tenant, Jazzercise of Canton at Coventry Commons Shopping Center in Canton, Michigan!



#### Exclusively for Tenants!

Try out Jazzercise with a 7 Day Free Pass & No Joining Fees.

### MONTHLY SALE REPORTS

You can now download & submit your sales report on our website! Per some of your lease agreement, you are required to submit your quarterly sale reports. All July, August & September 2017 monthly sale reports are due! If you have not submitted your sale reports yet, please fax or email them to our office as soon as possible.



[Click Here](#) to download the PDF form.

### APPROVED VENDORS

Reminder! All vendors or contractors hired to perform services in the building must be approved by the Management Office. The approval process includes procurement of an accurate and complete Certificate of Insurance on file with the Management Office for each contractor. Insurance certificates will be kept in the Management Office until they expire. If a tenant wishes to utilize their own vendors or contractors, it is the tenant's responsibility to ensure that certificates are up to date.

### ANNUAL MAINTENANCE

Protection from fire starts with making sure your fire extinguishers are ready to go. Regular maintenance and inspections of your fire extinguishers will provide assurance that they will operate effectively and safely.

Be sure to provide us with a copy of your maintenance and inspection report to so that you are in compliance with your lease. Fax it to (248) 539-8974 or Email it to [vpollard@nelsoncos.com](mailto:vpollard@nelsoncos.com).



### SEASONAL MAINTENANCE

Fall has officially begun and although it doesn't feel like Fall outside quite yet, cooler days are in our near future. If you haven't had your HVAC system serviced for the upcoming fall and winter weather, now is the perfect time to do some maintenance. It is important because it can help avoid a system failure in severe weather when you need it most, and it can also keep your energy bill from getting out of control.



Per your lease tenants are required to make sure their HVAC systems are working properly and the filters are replaced. Please check to see if you are still covered under warranty in your lease. Be sure to always provide us with a copy of your maintenance report to so that you're in compliance with your lease. Fax it to (248) 539-8974 or Email it to [vpollard@nelsoncos.com](mailto:vpollard@nelsoncos.com).



Please mark your calendars and remember that your rent is due at the beginning of each month. Tenant's rent becomes late after the 10th of the month. If your rent is late, we will have to issue you a \$250.00 late fee!



Phone: (248) 539-9020  
Fax: (248) 539-8974  
Email: [info@nelsoncos.com](mailto:info@nelsoncos.com)

6960 Orchard Lake Road  
Suite 307  
West Bloomfield, MI 48322

Visit Our Website at  
[www.nelsoncos.com](http://www.nelsoncos.com)

**Senior Vice President**  
Susie Wojtowicz, CPM® AMO®  
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**Director of Leasing**  
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P: (248)539-9020 ext. 310  
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[vpollard@nelsoncos.com](mailto:vpollard@nelsoncos.com)

**Maintenance Supervisor**  
Jim Cartier  
C: (248)762-0318



## BROAD FAMILY CHIROPRACTIC

**HEALTH PASS**

ONLY  
\$85

- Initial consultation and exam with the doctor
  - X-Rays, if necessary
  - Most insurances accepted

**Broad Family Chiropractic**

**Call Today! 734-354-9900**



**New Client Introductory Special**

1-Hour  
Massage

\$50

**Still Point Massage**

**Call to book your first session today!  
734-354-9900**



**NELSON PROPERTIES  
INCORPORATED**



Phone: (248) 539-9020

Fax: (248) 539-8974

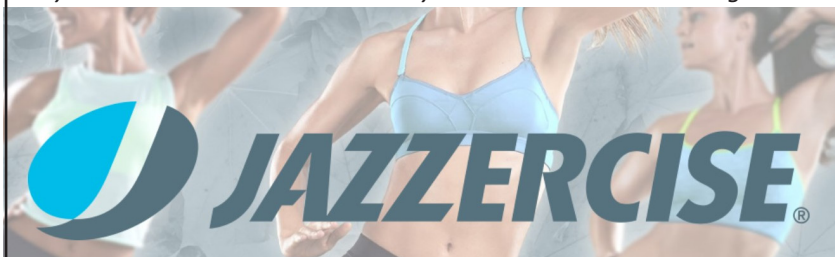
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## FREE TENANT ADS

Nelson Properties services many clients/tenants. You can promote your own Ad in the Tenant Network Newsletter for FREE! If you are interested in this FREE opportunity, please send your Ad to [vpollard@nelsoncos.com](mailto:vpollard@nelsoncos.com). Ad space is limited and on a first come basis. If you do not have an Ad, we can create an ad for you based on your given copy and logo.

Sign up to receive the email version of the Tenant Network Newsletter for each member of your staff by clicking the link below!



[Sign Up - Tenant Network](#)

**Lets support eachother by networking!**

**Senior Vice President**

Susie Wojtowicz, CPM®AMO®

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# Emergency Situations

*\*ALWAYS CALL 911 FOR ANY LIFE-THREATENING EMERGENCY.*

## Natural Gas Emergency

Natural gas leaks are dangerous. It's important that you know how to recognize and report a gas emergency. Natural gas is odorless and colorless. A harmless substance is added to it so that it smells like rotten eggs, thereby making it easier to detect a natural gas leak.

What you should do if you smell or suspect a natural gas leak;

1. Leave the area at once. If inside, open doors and windows on the way out.
2. Go to an outside location where you can no longer smell natural gas.
3. Call the DTE natural gas leak hotline at: (800) 947-5000 to report the situation.



**Natural Gas  
Emergency or Leak**  
800.947.5000

## Electrical Emergency

Extreme weather like high winds, heavy ice and severe storms can damage power lines or bring them down entirely.

If you suspect wire-damage or see a downed wire...  
Call DTE immediately at (800) 477-4747 in all cases.



**DTE Energy  
Customer Service**  
800.477.4747

## After Hours Emergency

Please call Jim Cartier at... (248) 762-0318  
or Susie Wojtowicz at... (248) 660-6443



Please visit our website at [www.nelsoncos.com](http://www.nelsoncos.com) to:

- Find available lease space at our other properties.
- Download another copy of this Tenant Network newsletter.
  - Download Tenant Contact Information Form.
  - Download Monthly Sales Report Form.
  - Learn more about Nelson Properties Inc.



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