

# OFFICES AT SAFE HARBOR CENTER

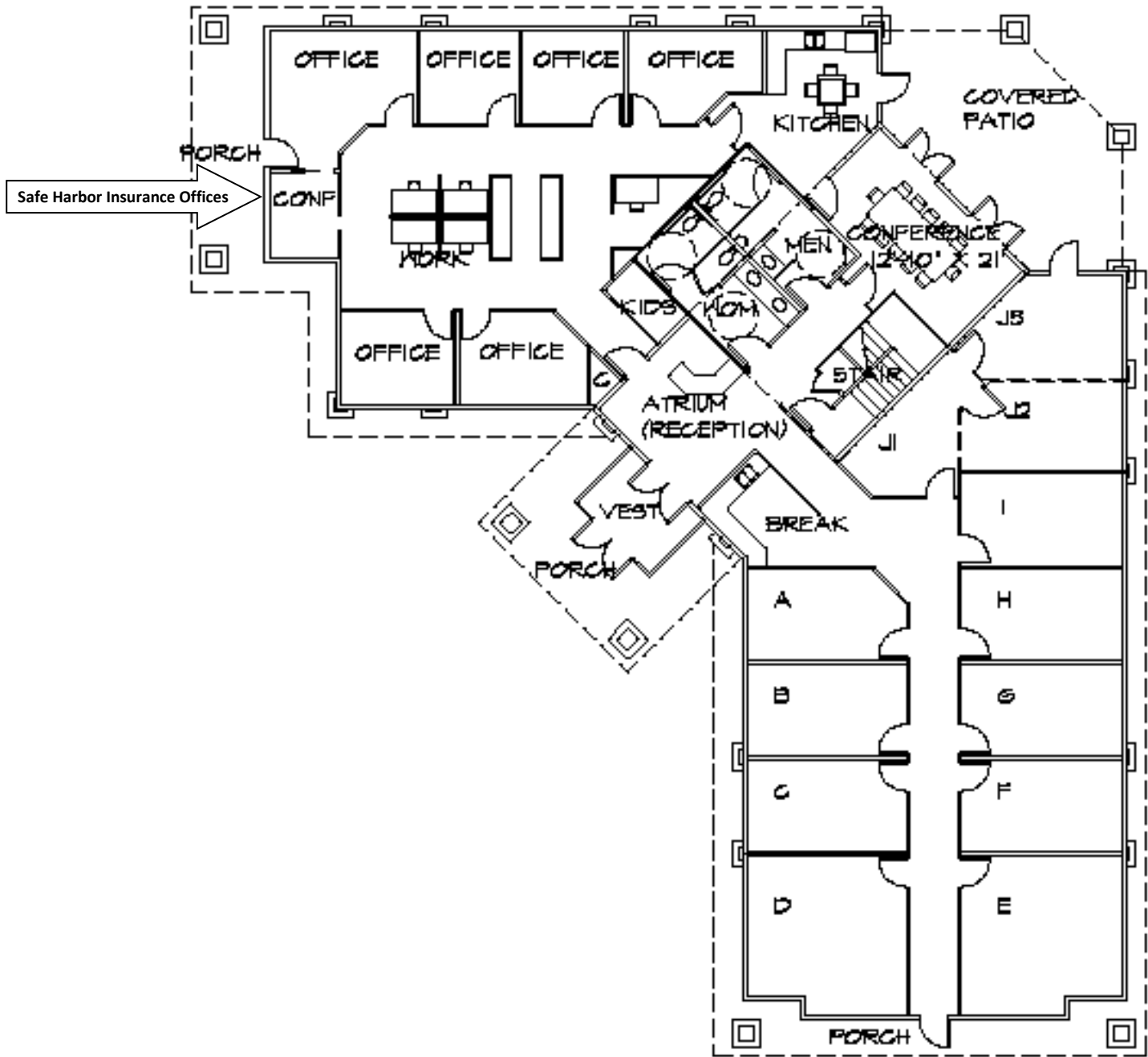
## PHASE I

Suite #	Floor Plan ID	Rentable SF	Monthly Rent	Availability
102	I/J2 Adjoining	325	-	Leased
111	C	209	550	Available
104	D (can adjoin with C)	350	750	Available
105	E	362	-	Leased
103	F	209	-	Leased
106	G (can adjoin with H)	325	-	Leased
107	H	100	-	Leased
108	A/B Adjoining	338	-	Leased
110	J1/J5 Adjoining	581	-	Leased
200	Upstairs Office	600	-	Leased

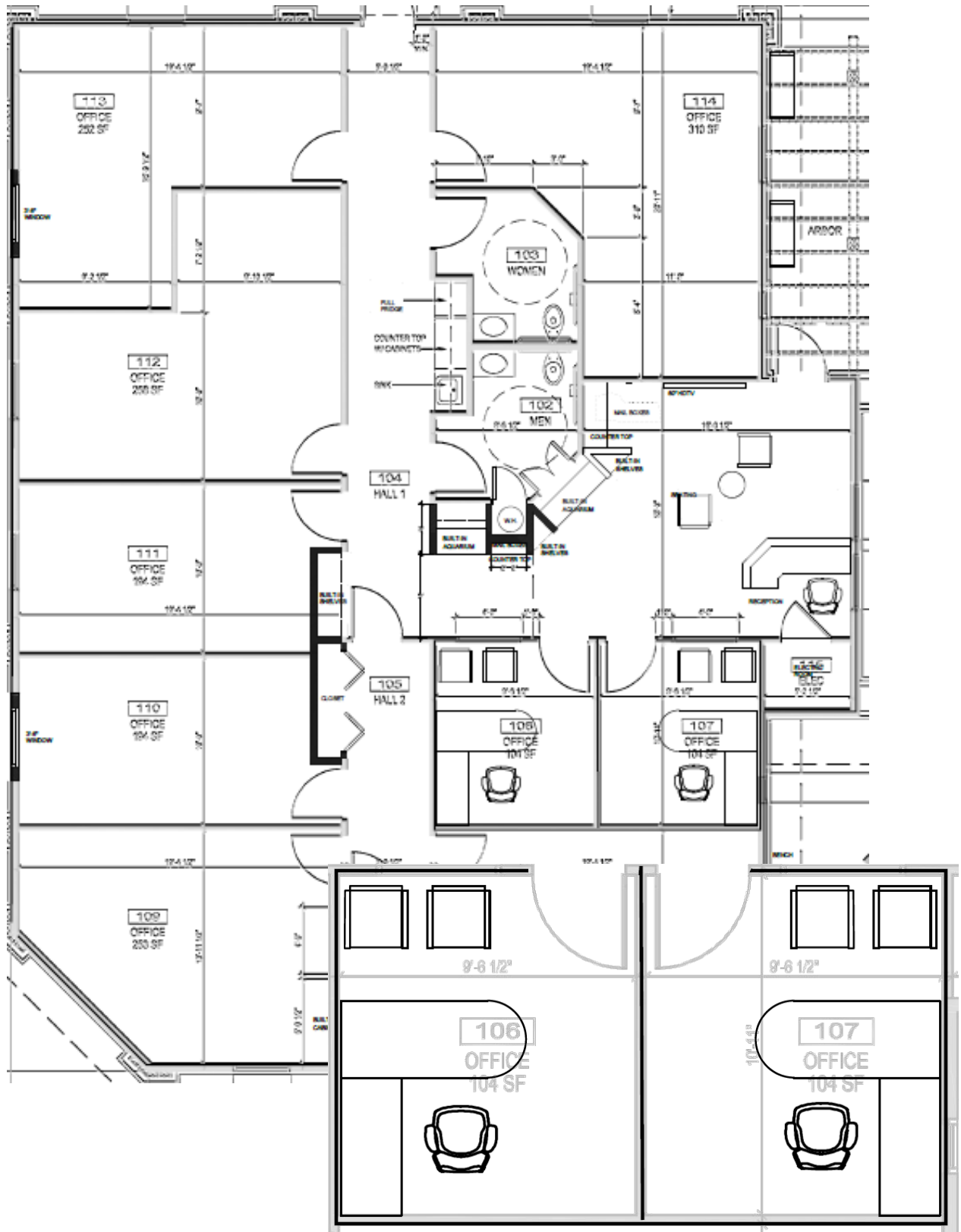
## PHASE II

Suite	Rentable SF	Monthly Rent	Availability
108 – 110	1036	-	Leased
111	253	-	Leased
112	338	-	Leased
113	322	-	Leased
114	399	-	Leased
Virtual Suite A	135	-	Leased
Virtual Suite B	135	-	Leased

# PHASE I



# PHASE II



Enlarged to show detail of the Virtual Office Space.

***Newly constructed class 'A' building with beautiful landscaping and relaxing garden atmosphere.***

**Building Amenities**

- Visual Security System
- On-site Property Management
- 24-Hour Access

**Office Amenities**

- Reception & Waiting Area
- Receptionist
- Conference Room
- Salt Water Fish Tank
- Mailbox

**Suite Amenities**

- Professionally Decorated
- Wide Screen Monitors
- Landline with Headset
- Wi-Fi in common areas
- Windows with a view

**Additional Amenities – \$50 a month**

- Covered Parking
- Name on Monument Sign
- T-1 Internet Service in Suite

## **Safe Harbor Center Welcomes You**

We are so glad you are here! Our goal is to anticipate your needs, making your new office experience easy and enjoyable, so that you can focus on your business. We are committed to ensuring a highly professional and welcoming environment for you and your clients.

Your Safe Harbor Center (SHC) Management Team is on site and available to you should you have any needs or concerns.

### **SHC Management Team**

Main Number: 817.226.3372

<b>Name</b>	<b>Office</b>	<b>Cell / Text</b>	<b>Email</b>
<b>Jennifer Guegain, Property Manager, Receptionist</b>	817.226.3372 ext 201	817.209.9754	Jennifer.Guegain@SafeHarborServices.com
<b>Michelle Keathley, Owner</b>	817.226.5200	817.269.3200	MFKeathley@Gmail.com
<b>Bryan Keathley, Owner</b>	817.226.3372 ext 101	817.614.1800	Bryan@SafeHarborBenefits.com

## **Office Information**

Office Hours: Monday – Friday 8:00 am to 5:00 pm

### **Safe Harbor Center 1**

Address: 1321 W. Randol Mill Road  
Arlington, TX 76012  
Phone: 817.226.3372  
Fax: 817.639.0577

### **Safe Harbor Center 2**

Address: 1325 W. Randol Mill Road  
Arlington, TX 76012  
Main Phone: 817.226.3372

### **After Hours Emergency Phone:**

Bryan Keathley 817.614.1800 OR Michelle Keathley 817.269.3200

# Communications

## Receptionist / Property Management

- Jennifer provides receptionist services on a part-time basis at the front desk in SHC1. If Jennifer is not at the front desk, anyone at Safe Harbor Benefits will be happy to assist you.

## Maintenance Requests

For tracking purposes, the preferred method to report any maintenance issue is through written notification via email to Jennifer (please cc Michelle). Please describe the issue in detail.

## Change in Contact Information

Please notify our office if you change your phone number or email address.

# Paying Rent

## When is Rent Due?

- Rent is due on the 1st of each month.
- Please either give your rent check directly to Jennifer or drop it in the 24-hour locked rent box opposite the men's room in SHC1.
- Please ensure your Suite # is on your check.

# Common Areas

## Use of Common Areas

- We encourage you to use the common areas, which are the conference room, break areas, lobby, and back patio.
- Should you need access to the back gated area, we can give you a security code.

## Conference Room

- The conference room is available for use by all tenants by reservation.
- We will honor all requests on a first come, first serve basis, no more than two weeks in advance.
- All reservation requests should be submitted via email to Jennifer at Jennifer.Guegain@SafeHarborServices.com.

## Break Areas

Each break area has the following for all tenants use and convenience:

- Microwave, refrigerator, dishwasher/detergent, coffee makers, silverware, and napkins.
- Each break room also has a disposal and a vent should you need to exhaust food smells i.e. burnt popcorn.
- Please provide your own consumables; i.e. Keurig pods, plastic ware, coffee, creamers, etc.
- Thank you for keeping this area clean.



## **Wi-Fi**

### **Wi-Fi**

- We provide free Wi-Fi in the common areas in SHC1 and SHC2 under the name SHC Guest.
- There are no password restrictions at either building.

## **Cleaning Service**

- SHC's cleaning service comes twice a week – after hours on Sunday and Wednesday.
- They provide general cleaning i.e. vacuuming and trash removal (no dusting service in Executive Suites).

## **Security FOBS**

### **What does my key fob do?**

Your Security FOB gives you access to all common areas including the front doors to both SHC1 and SHC2.

## **Helpful Reminders**

- Complete change of address with the US Post Office
- Notify magazine companies and newspapers of new address
- Send “Office has Moved” announcements to clients
- Notify banks, credit union, savings & loans
- Order updated letterhead, envelopes, and business cards
- Order updated checks
- Revise web page