

What *You* Need Do After Leasing a Store in Williamsburg Shopping Center

1. Obtain **insurance** in amount required by lease.

-Ask your agent to send a **Certificate of Insurance** to:

Williamsburg Associates, Inc.
Suite 600
1420 Spring Hill Road
McLean, Virginia 22102

Done:

Certificate must name Williamsburg Associates, Inc. as "additional insured"

2. Obtain **business license** from Arlington County

Done:

3. Register trade name with Arlington County

Done:

4. Select a trash contractor (remember you will need a dumpster to dispose of your renovation/construction trash). Use a reputable firm. Look in the alley to see what company other tenants are using.

Done:

5. Order exterior sign conforming with lease requirements. Sign must be Martin-Senour Bracken Tenement Biscuit (Colonial Williamsburg [Exterior]) No. W-81-1064. Three companies familiar with our standards are:

Patrick Signs
Rob Carpenter
301 770-6200

Peacock Signs
301 588-8971

or

Bernie Webb
Fairfax, VA
703 591-6169

Done:

You may use any properly licensed firm you choose.

Both Arlington County and landlord prohibit flashing or blinking lights.

6. You or your contractor must obtain a **sign permit** and permanently post the sign permit number near your sign. All signs must be approved beforehand by landlord.

Done:

7. If you wish to incorporate, register your corporation with Richmond - Consult with an attorney

Done:

8. Contact **Virginia Power** at 359-3314 to have electricity service put in your name.

Done:

9. Contact **Arlington County Dept of Public Works, Utilities Services Division - Water**, to have water meter changed to your name.

Done:

10. Contact **Washington Gas-Virginia Division** at 703 750-1000 to have gas service transferred to your name.

Done:

11. If you are to do any remodeling:
Provide landlord with
a. your construction plans

Done:

b. Names of all licensed contractors and certificates of insurance from each

Done:

12. You *may* need to obtain permits, which should be posted in store window, for substantial renovations.

Done:

13. You **must** apply for and receive a **Certificate of Occupancy** from Arlington County

Done:

14. Ascertain if you need any **additional license** to carry out your particular business.

Done:

15. Order logo designed, business cards, flyers, stationary. There is a print shop on the premises. For a small fee you can use Graphic Print's fax machine to send and receive letters.

Done:

16. Order a **maintenance contract** for your air conditioning and heating system. Provide us a copy.

Done:

Thank you.

This list only summarizes lease requirements and adds additional suggestions. Please consult professional advice to unearth any other things you must do to open successfully.