

# 315 Bernadette Drive

## *Office Space*

### Current Lease Rates & Space Available

*All rates include high speed Broadband Wireless  
Internet (Ask for details)  
(Speeds up to 100 Mbps Down & 10 Mbps Up)*

#### Suite 3 *Lower Floor South Terrace Area*

<i>Two Connected Rooms</i>	\$675.00	Utilities Paid	1 Year Lease
<i>One Room</i>	\$350.00	Utilities Paid	1 Year Lease

#### AVAILABLE SOON

#### Suite 2 *Upper Floor South Area*

<i>One Room</i>	\$375.00	Utilities Paid	1 Year Lease
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(Special Services Available)

To see this **office space**  
*Please Call Dee at (573) 864-9667.*

# **LANDLORD MANAGEMENT SERVICES, INC.**

315 Bernadette Dr. - Suite One

Columbia, MO 65203

National 800-445-8371 Local 573-445-8371 Fax 573-445-8374

Office Hours 9AM-4PM Monday - Friday

**Our firm offers the following services, most of which are generally included in the lease rates, which we feel maximize our tenant's rental dollar:**

- 1). All base utilities **ARE INCLUDED** in the lease rate; water, electricity, heating, air conditioning, allowed parking, office use of outside trash container service & **HIGH SPEED WIRELESS (Broadband) INTERNET at currently up to 100 Mbps Download & 10Mbps Upload. Check for load limits, etc.**
- 2). We don't surcharge for such items such as common area exterior/interior cleaning, lawn care, snow removal and parking. Tenant is responsible for cleaning their rented interior space. We also have a vacuum that tenants may use to clean their location in the building.
- 3). Restroom located on the north terrace (Lower) level is handicap accessible & the terrace level is ramped for easy access from the rear with handicap parking at that door.
- 4). We have copier services on location and sell copies to tenants at the rate of 10 cents per page. For large copy runs we suggest local copy centers.
- 5). We will receive faxed documents for tenants at 25 cents a page. We will fax anywhere in the continental United States at \$2.50 for the first page & 10 cents for each additional page.
- 6). We stock a variety of postage stamps and allow the tenants to purchase that postage at cost with month billing. They can also weigh their mail to verify correct postage amounts on our electronic postage scale.

- 7). If the tenant is away & so requests, we will arrange to put their mail inside their office. Packages received from UPS, etc. will also be put into their office while they're out or held in our reception area as they desire.
- 8). We offer a Terrace level small conference room (4 chairs & conference table) with a white board. The room is handicapped accessible and is available to the tenants by prior appointment at no additional charge being suitable for a meeting for up to 4 people. This area also has a galley kitchen that is equipped with a mini refrigerator, coffee pot and microwave.

**Tenants are responsible for cleaning this area after each use.**

If other meetings are not scheduled or being used, this area can also become a short term waiting room area.

- 9). In regards to safety, the building has dual locking deadbolts on the front and rear doors, interior hall doors have locking deadbolts, two rear dusk to dawn lights on the buildings rear walls as well as a low voltage dusk to dawn lighting system surrounding the building and spotlighting the front building sign.
- 10). If you are away from of your office when a client or visitor arrives (during our office hours) front inside entry signage directs them to our receptionist (on the second floor) who will take messages and/or call you as needed. Should you need to have an item(s) picked up or dropped off (while you are out); they can be left with our receptionist.
- 11). As a result of Covid-19 there are City of Columbia, etc guidelines that we are following (such as sanitizing, temperature testing, masking, separation, etc.) for safety. The building LESSOR's & LESSEE's both have requirements that must be met. We will assist you in receiving copies of those printed requirements, answering all your questions that we are able to and direct you to the City office's if required. You will be responsible for sanitizing your inside area and any common areas that your clients, visitors, etc. come into contact with (entry & exit points, or restroom(s)). Please request additional information regarding everyone's safety & Tenant suggestions are always welcome.