

**Palm Commerce Centre**  
**310 – 380 N. Palm Street**  
**Brea, CA 92821**

**Service Numbers**

Brea Business License Info:	(714) 990-7686
Brea Chamber of Commerce:	(714) 529-4938
Brea City Clerk:	(714) 990-7756
Brea City Council:	(714) 990-7718
Brea Fire Department:	(714) 990-7655
Brea Maintenance Services:	(714) 990-7691
Brea Planning and Zoning:	(714) 990-7674
Brea Police Department:	(714) 990-7625
Brea Water:	(714) 990-7687
Republic Services (Trash):	(714) 238-3300
Southern California Edison (Electric):	(800) 655-4555
Time Warner Cable (Phone/Internet):	(714) 231-5812
United States Postal Service:	(800) 275-8777
Verizon (Phone):	(800) 483-3000

**Additional Tenant Information**

**Management Office Information:**

Office Phone:	(714) 777-1468
Office Fax:	(714) 777-5779
Office Hours:	8:00am - 5:00pm Monday to Thursday 8:00am - 1:00pm Friday Closed Weekends
Property Manager:	Brian Dalton
Accounts Payable/Receivable:	Natalie Whitehead natalie@prpropertiesinc.com
Office Address:	1241 N. Lakeview Avenue 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 PROTHERO PALM, LLC.**
- 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 sent 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:

***Prothero Palm, LLC***  
***PR Properties, Inc.***  
1241 N. Lakeview Avenue, Suite F  
Anaheim, CA 92807