

KANEOHE RANCH TENANT ANNOUNCEMENTS

January 16, 2009

ALOHA and HAPPY 2009!



Tenant Contact Update So that we can serve you better and communicate with you more effectively, attached is a Tenant Information form for your completion. We especially need your email address. When you provide us with all your current contact information, it will help us to reach you after hours or in case of emergency. **Send in your form today!**

Security Procedures

As a periodic reminder, attached is a set of our current procedures for contacting Securitas Services, our security guard contractor.

Each tenant has been assigned a unique three-digit Security Code to use when paging security. Please place the attached Security Info Label next to your phone for easy reference.

2009 Tenant Meetings

The schedule for our 2009 Tenant Meetings is as follows:

Thursday, January 29	8:30 AM
Thursday, April 16	8:30 AM
Thursday, July 23	8:30 AM
Thursday, October 15	8:30 AM

*Tenant meetings are held at
146 Hekili Street, Suite 202
(next to Pali Lanes)
Refreshments will be provided*

Insurance Certificates & Sales Reporting

Each tenant lease requires the tenant to provide Landlord with a current Certificate of Insurance.

In addition, retail tenants that are required to submit Sales Reports according to their lease need to submit them by the deadline as prescribed by their lease.

If any reports or certificates are late, tenants will be considered to be in default under their lease and the Landlord may take appropriate action.

Kaneohe Ranch Management Limited • 1199 Auloa Road • Kailua, HI 96734-4606 • t: 808-263-8900 • f: 808-263-8919 • www.kaneoheranch.com

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