

# Market & Church

Commercial Leasing Handbook

Market & Church

[www.marketandchurch.com](http://www.marketandchurch.com)

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## 1. Introduction

Welcome to Market & Church! This handbook is designed to provide essential information for businesses leasing commercial office space. We aim to create a positive and productive environment for all tenants.

## 2. Leasing Overview

- Lease Duration: Standard leases are for 1 year, with options for renewal.
- Payment Terms: Rent is due on the first of each month. Late fees apply after a 5-day grace period.
- Security Deposit: A security deposit equivalent to two month's rent is required at lease signing.
- Rent Payment Options: Rent can be paid via check, money order, cashier's check, Cash App, Venmo, or PayPal. Tenants may also be provided with an account number for direct deposit of rent.

## 3. Permitted Uses

Tenants may use the leased office space for the following activities:

- Office Use: General administrative and professional office functions.
- Meeting Rooms: Use for meetings and conferences is permitted.
- Shared Spaces: Use of common areas, such as break rooms and lobbies

## 4. Prohibited Activities

To maintain a professional environment, the following activities are strictly prohibited:

- Subleasing: Subleasing the office space to another party without written consent from Market & Church.
- Hazardous Materials: Storing or using hazardous materials or substances.
- Alterations: Making structural changes or renovations without prior approval.
- Unapproved Signage: Displaying any signage not approved by Market & Church.
- Noise Disturbance: Activities that create excessive noise or disturbance to other tenants.
- Residential Use: Living or residing in the office space is strictly prohibited.
- Pets: Pets are not allowed on the premises, except for service animals as defined by law.

- **No Smoking:** Smoking is strictly prohibited within the building to ensure a healthy and safe environment for all tenants and visitors. Violations of this policy will result in a \$500 fine.

## 5. Maintenance and Repairs

- **Tenant Responsibilities:** Tenants are responsible for the general upkeep of their office space.
- **Building Maintenance:** Market & Church will handle maintenance of common areas and building systems (HVAC, plumbing, electrical).
- **Reporting Issues:** Tenants should report maintenance issues promptly to ensure timely resolution.

## 6. Wall Treatment and Item Placement Policy

To maintain the integrity and appearance of our office space, the following guidelines must be adhered to:

1. **Painting:** Painting the office walls is not permitted. This helps us preserve a consistent aesthetic throughout our facilities.
2. **Nailing Items:** Nailing or screwing items directly into the walls is prohibited. This prevents damage and maintains the condition of our facilities.
3. **Adhesive Hooks:** All items intended for wall display must be hung using adhesive hooks. Please ensure that the hooks used are appropriate for the weight and type of item being displayed.

## 7. Zoning Compliance

The Town of Benson requires all potential tenants to complete a **Zoning Compliance Permit** to ensure their operations conform to local zoning regulations. This form is reviewed by the Planning and Zoning Department of the Town of Benson for allowable use in the zoning district. The Permit must be signoff by the Town's building and inspectors. Market & Church must receive an APPROVED permit before lease commencement.

## 8. Insurance Requirements

All tenants must maintain the following insurance coverage:

- **General Liability Insurance:** Minimum coverage of \$1,000,000.

- Property Insurance: Tenants should insure their personal property against loss or damage.
- Certificate of Insurance: Proof of insurance must be provided prior to lease commencement.

## 9. Access and Security

- Building Access: Tenants will receive keys/keycards for access to the building and their office.
- Security Protocols: Tenants must adhere to all security protocols, including visitor registration and emergency procedures.
- Replacement of keys/keycards will be at the expense of the tenant.

## 10. Termination of Lease

- Notice Period: A 30-day written notice is required for lease termination by either party.
- Move-Out Procedures: Tenants must leave the space in good condition, removing all personal property and adhering to any move-out guidelines provided.

## 11. Lease Violations

Any violation of the terms outlined in this handbook may result in termination of the lease agreement. In such cases, the tenant will forfeit their security deposit, and no refund will be issued.

## 12. Contact Information

For questions or assistance, please contact: Market & Church Management at:

Market & Church Management  
Phone: 919-701-1170  
Email: [info@marketandchurch.com](mailto:info@marketandchurch.com)  
Address: 101 N Market Street, Benson, NC

We hope this handbook serves as a helpful resource for your leasing experience. Welcome to Market & Church!