



## TENANT ONBOARDING INFORMATION

**Gas & Electrical:** To set up a new commercial account with PG&E, you can call their Business Customer Service Center at 1-800-468-4743 and provide the service address

**Monument Signages:** Tenants are responsible for setting up their own signage and monument, and storefront signage is required. Please utilize the following company: DeLeon Signs, as they will produce and install a total of 4x monument signs. Phone Number: 209-401-8037 or 925-628-5957. Email: [sales@deleonsigns.com](mailto:sales@deleonsigns.com)  
<https://sites.google.com/deleonsigns.com/welcome/about-us>

**Internet:** Internet service at The Plaza is provided by Comcast or Sonic; tenants are responsible for setting up their own connection, with access available in the rear building electrical room via a lock box using the code of the building number duplicated (e.g., Building 50 code is 5050).

**Drop Box:** Tenants can use the on-site VS Plaza dropbox, located on the rear door of Vic Stewart's Restaurant closest to the Arco gas station, for payments and letters, or mail them to our address at 2270 Balfour Suite B.

**Trash:** Tenants may use the two dumpsters in the center of The Plaza at any time, with trash pickup occurring every Tuesday morning; please avoid overfilling to ensure proper collection.

**Tenant Portal:** Tenants can access the DoorLoop portal for payments, statements, and end-of-year financial information.

Vendor Name	Service	Phone Number	Email
Golden Electrical Services	Electrical	408-204-0120	<a href="mailto:jesus@golden-es.com">jesus@golden-es.com</a>
Echo Plumbing & Rooter	Plumbing	925-291-6119	<a href="mailto:echoplumbing10@gmail.com">echoplumbing10@gmail.com</a>
Homefront Heating & Air	HVAC	925-315-1468	<a href="mailto:info@homefronthvac.com">info@homefronthvac.com</a>
Rex Lock & Safe	Locksmith	925-777-0707	<a href="mailto:rexlockandsafe@gmail.com">rexlockandsafe@gmail.com</a>
Build X Contracting	General Contractor	925-386-5500	<a href="mailto:info@buildxcontracting.com">info@buildxcontracting.com</a>