

Welcome to
SUNTRUST PLAZA



401 COMMERCE STREET
NASHVILLE, TENNESSEE 37219
phone (615) 250-1800
fax (615) 250-1805

Welcome to **SunTrust Plaza!**

We are pleased to welcome you as a new tenant at SunTrust Plaza and want to make your transition to your new offices as easy and enjoyable as possible.

We have put together this Tenant Welcome Package with some information that will be important to you and want you to know that we are always only a phone call away.

Included in this packet are:

Eakin Partners Contacts and Phone Numbers

Emergency Contacts and Phone Numbers

Card Key Access Information

Moving In Policy and Procedures

Emergency Contact Form

Parking Policy

Mail/Security

Again, welcome to SunTrust Plaza. We look forward to having you as our tenant.

Sincerely,

EAKIN PARTNERS, LLC

Eakin Partners
Contacts and Phone Numbers

Eakin Partners, LLC
1600 Division Street – Suite 600
Nashville, TN 37203
Phone (615) 250-1800
Fax (615) 250-1805

Thomas C. Harwell
Leasing & Development Manager
Phone (615) 425-5923
E-Mail: tharwell@eakinpartners.com

Susan Ogburn
Property Manager
Phone (615) 425-5931
E-Mail: sogburn@eakinpartners.com

Chad Bottorff
Development & Acquisition Manager
Phone (615) 425-5924
E-Mail: cbottorff@eakinpartners.com

Beth Tippens
Controller
Phone (615) 425-5930
E-mail: btippens@eakinpartners.com

DeDe Nesbitt
Office Administration & Property Management
Phone (615) 250-1800
E-mail: dnesbitt@eakinpartners.com

Emergency Contacts and Phone Numbers

Police & Fire

9-1-1

Metro Police Department
2060 15th Ave South
Nashville, Tennessee 37212
(615) 862-8600

US Post Office
16 Arcade
Nashville, Tennessee 37219
(800) 275-8777

Federal Express
(800) 463-3339

Airborne Express
(800) 247-2676

United Parcel Service
(800) 742-5877

Card Key Access Information

Access to the Building is controlled by a card key access system. Each employee is assigned a card key and will need to use that card for access to the building and the elevators. The Building and elevators are open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The HVAC systems are on during the same hours and from 7:00 a.m. to 2:00 p.m. on Saturday.

Tenants are to use their access cards to enter/exit into the garage during and after business hours.

Please inform Eakin Partners immediately if a card is lost or stolen so that we can de-activate this card and prevent any unauthorized persons from entering the building. There is a \$25 charge for every lost card.

Property Management Items

Please contact Eakin Partners with any questions or details on the following items. You may e-mail this information, along with any maintenance requests, to Susan Ogburn, sogburn@eakinpartners.com and DeDe Nesbitt, dnesbitt@eakinpartners.com.

Electronic Directory - In the Main Lobby of the building there is an electronic directory that will list all company names & individual employee names if requested. Please let us know how you would like your company name to appear on the directory and any employee names to list as well.

Suite Keys – Please let us know the number of suite keys you will need for access to your space.

Signage –Please let us know how you would like the company name to appear on your suite signage.

Electrical Service - As a Tenant it is your responsibility to hire a low voltage contractor for your low voltage wiring (Phones and Data). Your low voltage contractor will need to be coordinated with the General Contractor constructing your office space. Please e-mail all contact info to Property Management for coordination.

Phone Systems – We recommend that you contact your phone provider as soon as possible to alleviate the lead times for connection of service. Please notify Property Management when you have the appointment scheduled, in order to coordinate access to your space.

Elevator/Move-In Times – SunTrust Plaza has a Service Elevator that we ask you use for moving. Please contact Property Management regarding your move schedule and also have your movers contact Eakin Partners, so that we can coordinate all information needed in advance. **(615) 250-1800**