

Building Operations

Billing Procedures

Payments

Rent and tenant charges are due and payable on the first day of each month. Base Rent is due without demand, however as a courtesy, Tenant billing invoices are sent to each tenant at the end of each month preceding the due date. All checks should be made payable to: NG 332 Minnesota St. LLC, NW 6352, PO Box 1450, Minneapolis, MN 55485-6352 and forwarded in the return envelope provided with the invoice, which goes directly to the bank. Please do not hand deliver or mail your check to the management office.

Billing Address

Each tenant's billing address should be established prior to move-in. Any changes in your address should be communicated to the building management office at the earliest possible date so we may keep your records current.

Late Fees

If rent and other charges due are not received in our office by the 1st of each month, late charges will be assessed as provided in your lease agreement.

Insurance

First National Bank Building standard leases include a provision requiring tenants to have public liability, fire, and extended coverage insurance for all tenant property located on the tenant's premises. Current certificates of insurance must be forwarded to the Nightingale Realty Management Office at the time of policy renewal. The certificate of insurance should indicate minimum coverage:

- Workers Compensation \$1,000,000
- Employers Liability - \$1,000,000
- Commercial General Liability - \$1,000,000
- Business Auto Liability including hired and non-owned auto coverage - \$1,000,000 combined single limit
- Umbrella/Excess Liability - \$2,000,000

Please Note: In the special endorsement block, NG 332 Minnesota St. LLC, Owner and Nightingale Realty must be named as "Additionally Insured" parties on the certificate.

Building Hours

General building hours for First National Bank Building are 8:00 a.m. to 6:00 p.m., Monday through Friday. Weekend hours are Saturday, 8:00 a.m. to 1:00 p.m. At any other time, including Sundays and major holidays, access to the building is restricted to tenants and their guests. At those times, the First National Bank Building can only be accessed from the Minnesota Street lobby entrance or at the 5th Street entrance in the parking garage. First National Bank Building is closed on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

While the building office will be closed on these days, our Tenant Services Coordinator can make prior arrangements with you to have your business cleaned at a specific time. However, service on the above holidays will require an additional charge.

Building Management

Nightingale Realty provides expert leasing and management operations. The company relies upon a responsive staff and state-of-the-art computer systems to provide its tenants the most efficient service. Your Nightingale Realty team is dedicated to maintaining long-term tenant satisfaction with quick responses to your comments and service requests.

The Management Office at First National Bank Building is located at 332 Minnesota Street, Suite W-120, Saint Paul, MN 55101. This office is available to service all your tenant needs and offers a wide range of services. Questions and comments regarding any of the services should be directed to the Management Office. The Management Office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. During non-business hours, the First National Bank Building security officer on duty will answer your calls. Your inquiry will then be directed to the appropriate building representative. The Management Office phone number is (651) 225-3666 and is answered 24 hours 7 days a week.

The following personnel are available to address your needs:

Name	Title	E-Mail
Richard Rossi	Senior Property Manager	rrossi@fnbbuilding.com
Timothy Kleiman	Assistant Property Manager	tkleiman@fnbbuilding.com
Mary Tonn	Tenant Services Coordinator	mtonn@fnbbuilding.com

Security

At Nightingale Realty, we believe our tenants' safety is paramount and our top priority. We have contracted with G4S Secure Solutions USA to implement an extensive security team to monitor the First National Bank Building and its surrounding grounds 24 hours a day. Overseen by Nightingale Realty, the staff includes shift supervisors, control room operators, security officers, and freight elevator operators. Visible by their dark business suits with name badges, they patrol and monitor the building, responding to tenant and visitor questions, conducting tenant emergency fire drills, assisting with tenant moves and above all, maximizing personal safety. All security personnel carry radios and can be reached through the management office phone or at the security station directly at (651) 225-3655.

Tenant Contact Information

In order to maximize our effectiveness in responding to your needs, and to improve our response time in emergency situations, we ask that all new tenants fill out the Tenant Emergency Contact Sheet, and forward immediately to the management office. Please retain a blank copy of this sheet to send to us anytime there are changes in personnel or responsibilities.

This information will allow us to contact the appropriate people in your organization in emergency situations. All after-hours (home, cell) phone numbers will be kept strictly confidential and will be used only if an emergency situation arises in your suite after hours or on the weekend. Please submit updated form and/or inform Building Office of any changes in emergency contact information ASAP.

Tenant Emergency Contact Sheet –located in FORMS Link

For more information regarding tenant emergencies and designation of a tenant safety coordinator, see Emergency Procedures section of this site for First National Bank Building Tenant Emergency Action Plan.

Tenant Emergency Procedures Handout –located in FORMS Link