

As of January 1, 2021

Landlord:

Review the following instructions and enclosures carefully. Each document is labeled to correspond with the instructions below. Please contact us if you have questions.

All documents requiring a signature or other written response must be turned in to us before any construction begins with the exception of the Change Order Form, (see Item 8).

This is a new requirement for all construction being done for the ABC Board under direction of the Real Estate Division. Each Tuesday morning we have a Real Estate Committee meeting and it is imperative that we have accurate information to move forward with the process.

- 1) **Construction Exhibit** (General Specifications for ABC Store). Read the specifications thoroughly to assure understanding of ABC Board building requirements.
- 2) A **blank lease** has been included so you may familiarize yourself with the standard state approved lease verbage and review all issues which will require the Landlord's attention.
- 3) **W-9 Tax Form**: Please complete form and return.
- 4) **State of Alabama Disclosure Statement**: Please complete form, sign, notarize (stamp or seal required) and return.
- 5) **Beason Hammon** – Please complete form, sign, have a witness sign and return.
- 6) **Construction Check List**: Review thoroughly as this is a detailed list of all components of the construction process (This is the tool we use during walk-throughs to see that everything is being done in a timely, efficient manner.)
- 7) **Construction Timetable**: Fill in the Start Date and Projected Completion Date on the timetable. At the end of each week fill in Actual Completion Date of the task(s). This is to be sent (via email angela.flowers@abc.alabama.gov) to Ms. Angela Flowers each Monday by noon. It should also include the Start Date and Projected Completion Date for the upcoming week's tasks.
- 8) Regarding the **Change Order Form**: (Blank form and Sample included) There are to be no changes of any kind without a Change Order Form signed by both you and an ABC Representative.

*****If ABC must close the store during construction, the rent will STOP until we take possession of the property.***

(If business is being conducted from the warehouse area, this does not apply.) **

Sincerely,

ABC Board
Real Estate Division

Cc:

Neil Graff

Kyle Lindsey

Randall Winkler

atf