



Welcome Letter from Management

We would like to take this opportunity to welcome you to the Galleria Shoppes at Vanderbilt! It is a pleasure to have you join us in our thriving lifestyle plaza! If at any time you have any questions or we can be of service to you, please contact us at: **(239) 594-5000**

Ext 1: Leasing

Ext 2: Management

Ext 3: Accounting

Ext 4: Marketing

Ext 5: Project Management

Below you will find some helpful information:

- **Rent payments:** May be sent via mail, or you can drop payment off at the Leasing Office (2343 Vanderbilt Beach Rd. Suite #624, Naples, FL 34109), Monday through Friday 9:00am-12:00pm & 1:00pm-4:00pm. Please ask management for more information on how you can set up an auto draft if interested.
- **Emergency Contact Form:** Please fill out and return to Leasing Office.
- **Electric:** You will need to contact FPL and make arrangements for having the electricity put in your name. FPL 1220 5th Ave N, Naples, FL 34102 Phone#: (239) 262-1322
- **Mail:** You will need to contact the Post Office regarding address change.
- **Insurance:** Per your lease agreement, a copy of your Certificate of Liability Insurance is required to be on file. Please contact your insurance agent so that they may provide that for you. Also, please be sure to have "**The Shoppes at Vanderbilt, LLC**" listed as additional insured on your insurance under the following address: 2343 Vanderbilt Beach Road Suite 624 Naples, FL 34109.



Our Staff:

Construction: Clayton Coleman – Clayton.Coleman@ShopVanderbilt.com

Leasing: Angelo Rubinelli – Leasing@ShopVanderbilt.com

Management: Janet Todd – Management@ShopVanderbilt.com

Accounting: Mitzi Kreitimeyer– ap@shopvanderbilt.com or Mitzi@ShopVanderbilt.com

Marketing: Kelsey Butler – Marketing@ShopVanderbilt.com

- **IN CASE OF AN EMERGENCY** call 911 and NOTIFY management at (239) 594-5000 Ext: 2.
- **Additional Forms** may be found on our website at www.shopvanderbilt.com

We hope you enjoy your new space and look forward to providing you with excellent service and support for the development of your business!

Kindest Regards,

The Shoppes at Vanderbilt Staff