



**Via UPS**

May 19, 2020

Timothy and Arlania Robinson  
8734 Leslarken Lane  
Olive Branch, MS 38111

**Re:   *SHEKINAH GLORY CHURCH***  
          *Unit #00022*  
          *American Way; Mephis, TN*

Dear Tenant:

Enclosed you will find two (2) originals of the Turnover Notice for the referenced location, which have been executed on behalf of the Landlord. Please execute both copies and return one (1) original copy to Alexandra Blackhurst in our Construction Management Department at the address below or by e-mail at [Ablackhurst@sitecenters.com](mailto:Ablackhurst@sitecenters.com). Please retain the other copy for your records.

If you have any questions, please contact me at 216.755.5608.

Respectfully,  
**SITE Centers Corp.**

*Jeffery Thompson*

Jeffery Thompson  
Tenant Coordination Project Manager



**SITE CENTERS**

3500 Piedmont Rd., Suite 730, Atlanta, GA 30305 • 877-225-5337 • [SiteCenters.com](http://SiteCenters.com)



## LANDLORD WORK TURNOVER NOTICE

<b>Landlord:</b>	DDR-SAU MEMPHIS AMERICAN WAY, L.L.C.
<b>Tenant:</b>	Timothy and Arlania Robinson /DBA: SHEKINAH GLORY CHURCH
<b>Substantial Completion Date:</b>	May 19, 2020
<b>Premises:</b>	Unit No. 00022 ("Premises"); American Way; MEMPHIS, TN
<b>Date of Lease:</b>	April 17, 2020

In accordance with the terms of the Lease, this correspondence shall constitute notice that Landlord's Work is substantially complete and Delivery of Possession of the Premises is established as of the Substantial Completion Date noted above.

Please immediately contact our Property Manager for this center, Nick Gardner, at 913-701-6693 x331 to arrange a preconstruction/Turnover meeting at the Premises and to perform your punchlist observation. Please coordinate with your locksmith to be present at the meeting to have the existing locks changed on the Premises. In addition, it is your responsibility to apply for any and all permits and licenses that may be required to open for business at the Premises and to apply to the local utilities for metering and/or service. Utilities may terminate after 72 hours if not placed in Tenant's name. The Property Manager can assist you in initiating utility transfer and with any future operational or shopping center issues.

The Lease requires that Tenant fulfill certain obligations prior to the commencement of Tenant's Work within the Premises. These obligations typically include: Landlord's approval of plans and specifications and Tenant sign plans detailing Tenant's Work; Landlord's receipt of the required insurance certificate from Tenant's contractor which complies with all Lease obligations; Landlord's receipt of any required security deposits, performance bonds and/or payment bonds and Landlord's receipt of a copy of the building permit. Please refer to the Lease for specific requirements. If not already completed and on file with the Landlord, Tenant must fulfill the Lease obligations that are a prerequisite to starting Tenant's Work. Landlord reserves the right to reasonably control Tenant's access to and/or activities within the Premises until such time as the Lease obligations are fulfilled.

Tenant hereby accepts Landlord's Work as completed except for certain 'punchlist' items identified by Tenant and returned herewith. The Landlord will have the obligation to complete/correct such punchlist items to the extent consistent with the requirements of the Lease. It is advised that as part of Tenant's punchlist effort you field verify "as-built" conditions and report any discrepancies to the undersigned as the Landlord will not assume responsibility for discrepancies not reported.

Please acknowledge your acceptance of the terms and conditions set forth above by signing and dating a copy of this Turnover Notice in the spaces provided below and return this Turnover Notice, and any punchlist work, to the undersigned within seven (7) days from the date you originally received this Turnover Notice. If you believe that the Premises has not been delivered in the condition required by the terms of the Lease, you must provide Landlord written notice within seven (7) days from your receipt of this Turnover Notice, or you will be deemed to have accepted delivery of the Premises, notwithstanding your failure to execute and return this Turnover Notice to the undersigned. A second copy of this Turnover Notice has been provided for your records.

Please be advised that any modification by Tenant of the terms of this notice shall cause this notice to be void and of no further force and affect at the option of the Landlord. All capitalized terms shall have the meaning set forth in the Lease.

<b>Delivering on behalf of Landlord:</b> DDR-SAU MEMPHIS AMERICAN WAY, L.L.C.	<b>Accepting on behalf of Tenant:</b> Timothy and Arlania Robinson /DBA: SHEKINAH GLORY CHURCH
<i>Jeffery Thompson</i>	
(signature)	(signature)
Jeffery Thompson, Tenant Coordination Project Manager	
(print name and title)	(print name and title)
May 19, 2020	
(date)	(date)



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<i>Jeffery Thompson</i>	
(signature)	(signature)
Jeffery Thompson, Tenant Coordination Project Manager	
(print name and title)	(print name and title)
May 19, 2020	
(date)	(date)

UPS CampusShip: View/Print Label

1. **Ensure there are no other shipping or tracking labels attached to your package.** Select the Print button on the print dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.
2. **Fold the printed label at the solid line below.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.
3. **GETTING YOUR SHIPMENT TO UPS**  
**Customers with a Daily Pickup**  
Your driver will pickup your shipment(s) as usual.

**Customers without a Daily Pickup**  
Take your package to any location of The UPS Store®, UPS Access Point(TM) location, UPS Drop Box, UPS Customer Center, Staples® or Authorized Shipping Outlet near you. Items sent via UPS Return Services(SM) (including via Ground) are also accepted at Drop Boxes. To find the location nearest you, please visit the Resources area of CampusShip and select UPS Locations.  
Schedule a same day or future day Pickup to have a UPS driver pickup all your CampusShip packages.  
Hand the package to any UPS driver in your area.

UPS Access Point™  
THE UPS STORE  
3535 PEACHTREE RD NE  
ATLANTA ,GA 30326

UPS Access Point™  
THE UPS STORE  
2870 PEACHTREE RD NW  
ATLANTA ,GA 30305

UPS Access Point™  
THE UPS STORE  
4279 ROSWELL RD NE  
ATLANTA ,GA 30342

FOLD HERE

ALEXANDRA BLACKHURST  
404-460-0992  
DDR #22 (ATLANTA, GA)  
3500 PIEDMONT RD  
ATLANTA GA 30305

SHIP TO:  
TIMOTHY AND ARLANIA ROBINSON  
8734 LESLARKEN LANE  
OLIVE BRANCH MS 38654-5021

TN 384 9-61

UPS NEXT DAY AIR SAVER 1P

TRACKING #: 1Z 8W4 87E 13 9327 7288

BILLING: P/P

Cost Center: 10120070.860010

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