



**Urban League
Twin Cities**

GLOVER SUDDUTH CENTER
for Economic Development and Urban Affairs
2100 Plymouth Avenue North | Minneapolis, MN 55411
Ph: 612-302-3100 Url: www.ultcmn.org

Tenant Lease Process

Thank you for your interest in leasing space in the Glover Sudduth Center for Economic Development and Urban Affairs. The Glover Sudduth Center is headquarters for the Urban League Twin Cities (ULTC), which owns the building. Located at the corner of Penn and Plymouth Avenues, the Glover Sudduth Center welcomes incubator businesses, nonprofit ventures, nonprofit agencies seeking satellite space and small business enterprises whose core objectives do not conflict with ULTC's mission and values.

The Plymouth-Penn area continues to experience significant economic development. NorthPoint Health & Wellness Center will expand its campus in the summer of 2021, and the City of Minneapolis' plans for transit and traffic upgrades are already underway. In addition to the presence of the 1256 Building which houses county service and other satellite office sites, these developments make the Glover Sudduth Center a prime location for businesses seeking a visible presence on Minneapolis' north side.

The first step to leasing space in the Glover Sudduth Center is to arrange a tour of the building and a review of the standard lease agreement. Please contact ULTC Director of Operations Ashley Burris at 612.302.3152 or aburris@ultcmn.org to arrange a tour and review the standard lease. Prospective tenants will be asked to submit documents describing their mission and work, how long the organization or business has been in operation and the sources of it funding. We also may ask for the organization's most recent IRS Form 990, P&L statements and/or 2 years of tax returns. Once lease terms are agreed upon, the lease document is signed by the tenant and a ULTC representative, typically the President/CEO. The tenant must pay first and last month's rent at the beginning of the lease payment and before occupancy. An onboarding process to issue keys, access badges, etc., completes the lease process.

Amenities:

Tenant spaces are offered "as-is." Each office suite is 187 sf (11x17) and may or may not be equipped with office furniture. Tenants have the option of bringing in their own furniture, equipment, etc. Phone and internet service is available for a fee to all tenants.

Tenants have access to two small conference room spaces based on availability and scheduling with our Front Desk room rental coordinator. Access to larger conference space is available for a fee and is also based on availability.

Basic maintenance service is provided to tenants at no charge (i.e., daily trash removal, vacuuming, and periodic carpet cleaning).

Tenant parking is available in the UL parking lot across Oliver Avenue North. The lot connected to the building is reserved for UL and tenant guests.