

Specialty Leasing Program



- Short Pump Town Center's Specialty Leasing Program consists of Retail Merchandising Units (RMUs) and short term In-Line spaces. The RMUs are available on a three (3) months minimum up to one (1) year maximum, and the In-Line spaces are rented on a one (1) year minimum basis. Some Seasonal dates may be available. Please call for details.
 - License Fees are paid monthly in advance.
 - A Security Deposit is required in the amount equivalent to the first month's rent. This is refundable upon vacation and final inspection of the premises, allowing for normal "wear and tear." **The Security Deposit may NOT be used as payment of the last month's rent.** The Security Deposit will be refunded to you by mail. The Security Deposit is due at signing, and the first month's rent due on the first day of each month. **Checks, Money Order or Cashier's Check should be made payable to: Forest City Commercial Management, Inc.**
 - The visual presentation and or signage must be pre-approved by Management Office prior to installation.
 - Phone service and connection charges in RMU are at Tenant's sole cost and expense, and not included in the License Fee.
 - Phone, utility and trash removal services, as well as service transfer and or connection charges in In-Line spaces are at Tenant's sole cost and expense, and not included in License Fee.
 - Prior to commencing operation, all Tenants must obtain and provide the following:
 - a copy of the current Business License from Henrico County, (804) 501-4310.
 - a copy of a valid Driver's License.
 - For In-Line Tenants: the account number for Dominion Virginia Power.
 - All Tenants must also provide a copy of a current Certificate of Insurance (COI). This certificate must be received prior possession, setting up and operating the business. A copy of the Certificate of Insurance Requirements is available in the Management Office for your reference.
 - Minimum Hours of Operations for RMUs, weather permitting:
 - Monday – Saturday – 10:00 AM – 9:00 PM
 - Sunday – Noon – 6:00 PM
 - In-Line spaces must comply with Center Hours:
 - Monday – Saturday – 10:00 AM – 9:00 PM
 - Sunday – Noon – 6:00 PM
- Holiday Hours may vary.
- For further inquiries, please contact Craig White or Carla Seal at (804) 364-9500.

Once again, thank you for your interest in Short Pump Town Center's Specialty Leasing Program. We look forward to working with you in the near future.