



MOVE-IN/ MOVE-OUT PROCEDURES FOR EXECUTIVE PLAZA

I. PRIOR TO MOVE-IN:

A. Communicate with the Property Manager:

1. Date and time of move-in.
2. Special requirements including prior deliveries.
3. Name, contact and phone number of moving contractor.

II. TENANTS MOVING CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE PROPERTY MANAGER FOURTEEN (14) DAYS PRIOR TO ACTUAL MOVE-IN TO CONFIRM DETAILS, PROCEDURES AND PROVIDE PROOF OF INSURANCE.

III. KEYS AND ACCESS CARDS

A. The procedure to obtain keys and access cards are as follows:

1. Go to <http://www.pyramid-properties.com>
2. Click on the *Tenant Information* tab.
3. Scroll down to Executive Plaza and click on Access Key Request Form. This form will work for requesting both keys and access cards.
4. Print this form, fill it out and fax it to 512-478-2604 attn: Brandi Herdzina.
5. Remember to make note if any suite keys or mailbox keys are needed in addition to the access cards.
6. Any request will take up to 48 hours to process.

B. Upon move-in the first set of keys will be provided by Property Management free of charge. Any additional keys ordered after

move in can be purchased for \$5.00 and access cards for \$12.00. ***It is imperative to building security that the Property Management office be notified in the event of a lost or stolen access card.***

- C. Upon move-out, Tenant is required to return all keys and access cards to the Property Management office. For each item not returned, there is a \$10.00 charge.

IV. **SIGNAGE**

- A. Tenant is responsible for providing the Property Management Company with signage and directory information.
- B. Once an order is placed, it will take approximately 2 – 3 weeks for the signage to come in.
- C. The Property Management Company will provide the first plaque. Any changes or new plaques will be at Tenant's cost.

V. **MOVE PROCEDURES**

- A. All moves must be scheduled after 5:30 p.m. on weekdays or anytime Saturday or Sunday.
- B. All trucks must unload at the building delivery entrance located at the back area of the building.
- C. Tenant's moving contractor is responsible for removing all cartons, trash, etc. and for leaving the premises clean. Moving debris left in or around the building by Tenant's moving contractor will be removed at Tenant's expense.
- D. The Property Manager and/or the Building Engineer will inspect the premises prior to and after moves to determine if damages were caused by the moving contractor. **Tenant will be held liable for any damages to the property during a move-in or move-out.**
- E. Tenant's moving contractor is responsible for providing Masonite to protect the floors.
- F. Tenant's moving contractor is responsible for providing cardboard on the wood panels in the lobby as well as protection of the door jams.
- G. Moving contractor personnel are required to use only the freight elevator during moves.