



MOVE-IN/ MOVE-OUT PROCEDURES FOR MOVING COMPANIES REFERENCE FOR EXECUTIVE PLAZA

- I. ONE WEEK 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. MOVE PROCEDURES
 - A. All moves must be scheduled after 5:30 p.m. Monday through Friday or anytime Saturday or Sunday. Moves can not take place after 5:30 a.m. Monday through Friday. The move must be scheduled with the property manager one week prior to the anticipated move date.
 - B. All trucks must unload at the building delivery entrance located at the east side 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. It is mandatory that masonite be placed on all 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. The Freight Elevator is the only elevator to be used during the move. A padded protector will be placed in the elevator one day prior to the move. No other elevators are to be used during the move.

IV. INSURANCE REQUIREMENTS:

- A. Moving company to supply Pyramid Properties with Certificate of Liability Insurance.
 - a. \$2,000,000 per occurrence
 - b. Pyramid Properties, Inc. and Landlord to be listed as additional insured as follows:
 - i. Sage - Executive, Ltd.
c/o Pyramid Properties, Inc.
1717 West 6th Street, Ste. 380
Austin, TX 78703

Moving Company:

Accepted By (please print):

Signature:

Title:

Date:
