



## **HARTLAND PLAZA MOVE-IN/ MOVE-OUT PROCEDURES**

### **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. 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 *Hartland Plaza* and click on *Access Key Request Form*.
4. Print this form, fill it out and fax it to 512-478-2604.
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 the Property Management company free of charge. Any additional keys or access cards may be purchased for \$5.00 each. *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. **PARKING TAGS**

- A. Each employee is required to have a parking tag. The procedure to obtain parking tags are as follows:
  1. Go to <http://www.pyramid-properties.com>
  2. Click on the *Tenant Information* tab.
  3. Scroll down to *Hartland Plaza* and click on *Parking Tag Request Form*.
  4. Print this form, fill it out and fax it to 512-478-2604.
  5. Any request will take up to 48 hours to process.
- B. Upon move-out, Tenant is required to return all parking tags to the Property Management office. For each tag not returned, there is a \$10.00 charge.

#### V. **SIGNAGE**

- A. Tenant is responsible for providing 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.

#### VI. **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 west side of the building next to the stair well. **UNDER NO CIRCUMSTANCES ARE MOVES TO USE EITHER ONE OF THE GLASS DOORS ON THE FIRST FLOOR.**
- 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.
- H. Building Management will arrange for disposal of empty boxes from Tenant's space upon request.