



ALII PLACE BUILDING MOVING POLICY

1. NOTIFICATION OF MOVE-OUT DATE

The Management Office should be notified as soon as possible and at a minimum of 10 days prior to your scheduled move-out date to prevent scheduling conflicts. Please be informed that all freight elevator basis is on a first come, first serve basis.

2. BUILDING MOVE-OUT HOURS

All furniture, equipment and supplies must be moved out of the building during designated hours. Those hours are:

Monday through Friday: 8 a.m. to 11:30 a.m. and 1:30 p.m. to 4 p.m. only

3. KEYS

All suite, building access FOBs and mailbox keys must be returned to a designated management representative upon completion of move-out. Failure to return keys may result in a charge of \$5.00 per suite/mailbox key and \$15.00 per building access FOB key.

4. PARKING CARDS

Upon move-out, all parking cards must be returned to a designated landlord or parking company representative. Failure to return parking cards will result in a \$25 per card penalty.

5. CUSTOMER HANDBOOK AND FIRE/LIFE SAFETY MANUAL

In accordance with the acknowledgment receipt signed by each customer, all Customer Handbooks and Fire/Life Safety Manuals are property of building management and must be surrendered upon move-out.

6. FORWARDING ADDRESS

Please provide the Management Office with a forwarding address and telephone number for all future correspondence and contact. In addition, property management requests that you notify the U.S. Postal Service of your move-date and forwarding address to avoid interruption of mail delivery.

7. HAZARDOUS MATERIALS

Unless otherwise stated in the lease document, customer is responsible for the removal and disposal of all "hazardous materials", including but not limited to, cleaning solutions, chemicals, copier and printer toner, paint (including touch up paint), and adhesives. Hazardous materials should not be thrown into the building trash bins. Please contact the Management Office for proper disposal guidelines. The cost of removal for materials left behind will be deducted from your security deposit.

8. FINAL WALK-THROUGH AND LANDLORD ACCEPTANCE

Upon completion of your move-out, a final walk-through will be scheduled with property management. At this time, the building manager will inspect your suite for damages or other items which will require repair. Please refer to your lease document for details.

9. **SECURITY DEPOSIT REFUND**

Please refer to your lease document regarding the terms and conditions for your security deposit refund.

10. **MOVING COMPANY RULES AND REGULATIONS**

In addition to proper proof of insurance, your moving company is also required to adhere to the following rules and guidelines. Please furnish your moving company with a copy of the guidelines and make sure they have familiarized themselves with them prior to your move.

PLEASE NOTE: ANY MOVERS WHO DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

- A. The moving company must establish a firm arrival time with the Management Office and provide the name and phone number of a contact person knowledgeable about your move.
- B. A "moving route" must be established and approved by building management prior to the move.
- C. Employees of the moving company will not be permitted access to any part of the building other than the predetermined "moving route".
- D. All walls, door facings, elevator cabs and other areas along the "moving route" will be inspected by the building management and moving company personnel before and after the move. It is the responsibility of the moving company to note any and all existing damages or defects.
- E. The moving company must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the "moving route". After completion of the move, the moving company will be held responsible for the repair of any damage caused during the move.
- F. Clean masonite sections are required as runners on all finished floor areas where heavy furniture or equipment is being moved wheel or skid type dollies. Masonite sections should be at least 1/4" thick. 4' x 8' sheets are required in the lobby area and corridors; 32" sheets are required in suite doorways.
- G. Clean plywood sections are required when moving over "sensitive" floors (i.e., stone or tile floors).
- H. Repair costs for any damage to the building or its fixtures caused by the move are the responsibility of the tenant.
- I. Only the freight elevator will be used for movement of furniture, equipment and supplies. In buildings where there is no freight elevator, passenger elevators must be padded by building personnel prior to your move. Please make arrangements with the Management Office for use of the elevators and padding. A firm arrival time will be established.
- J. The elevators have the following dimensions:
Height: 9 ft.
Width: 5 ft. 6 in.
Length: 6 ft. 6 in.
The Load Capacity is: 4,000 lbs.

K. All movers and vendors must use the SERVICE CORRIDORS for their move. Move-out will not be permitted through the lobby entrances unless prior written consent has been obtained from the Management Office.

L. Employees of the moving company are required to be uniformed at all times and must check in with security upon arrival.

M. Moving company vehicles will not be permitted to park overnight on the premises.

N. **MOVING COMPANY INSURANCE REQUIREMENTS**

THE MOVING COMPANY IS REQUIRED TO CARRY INSURANCE AS OUTLINED BELOW. PROOF OF INSURANCE MUST BE PROVIDED TO THE MANAGEMENT OFFICE AT LEAST 48 HOURS PRIOR TO THE COMMENCEMENT OF MOVE.

- 1) The moving company shall waive all rights against PM Realty Group and Landlord as defined in Paragraph 4 above and each other for damages caused by fire and other perils and risks to the extent covered by such Contractor's and applicable subcontractor's policies of insurance.
- 2) The moving company shall defend, indemnify and hold harmless PM Realty Group and Landlord as defined in Paragraph 4 above, from and against any and all damage, loss, liability, and expense including, without limitation, actual attorney's fees and legal costs, incurred directly or indirectly by reason of loss of or damage to PM Realty Group's or Landlord's property or any claim, suit or judgement brought by or on behalf of any person or persons for damage, loss, or expense due to, but not limited to, bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any attributable to such Contractor's negligence in selecting or supervising any of its agents or the subcontractors and/or service companies involved in such Contractor's work under the applicable contract, or the breach of any such Contractor's obligation under its contract with PM Realty Group, except to the extent any such damage, loss, cost or expense is caused by the sole negligence or willful misconduct by PM Realty Group or Landlord. Each Contractor shall agree that its obligation under this indemnification provision shall survive the expiration or earlier termination of its contract as regards the move.
- 3) Each moving company transporting supplies, furniture and/or equipment through the building shall secure and present to the Management Office a certificate reflecting the above coverages **48 HOURS** in advance of the move.
- 4) For detailed Insurance requirements, refer to "Certificate of Insurance: Minimum Requirements for Vendors and Contractors" in Exhibits.