

**Plaza on the Lake  
Move-In/Out Procedures**

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**MOVING PROCEDURES**

To assist you with a smooth transition as you move in/out to Plaza on the Lake the following moving guidelines have been established by building management. The General Moving and Delivery Procedures shall be adhered to at all times.

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- 1) Please contact building management within two to three weeks prior to your scheduled move-in to arrange for a pre-move-in meeting.
- 2) Complete the Move-In/Out Information Form and return it to the Management Office.
- 3) Move-In/Out must follow all General Moving and Delivery Procedures.

**General Moving and Delivery Procedures**

**PLEASE NOTE THAT 18-WHEEL VEHICLES ARE NOT PERMITTED ON THE PROPERTY. ANY MOVERS WHO FAIL TO COMPLY WITH THE FOLLOWING RULES WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY AND MAY BE SUBJECT TO PERMANENT RESTRICTION FROM PLAZA ON THE LAKE.**

Tenant's moving contractor is responsible for contacting building management three (3) days prior to move-in/out to confirm details and procedures. Contractor is to provide building management with a certificate of insurance as follows.

1. Commercial General Liability insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 from the aggregate of all occurrences within the policy year, including but not limited to premises-operation, products-completed operations and contractual liability.
2. Business automobile liability covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence.
3. Employer's liability insurance in an amount not less than \$1,000,000.
4. Excess liability (umbrella) insurance on the above with limits of \$2,000,000.
5. Workers' compensation insurance in accordance with the laws of the state with jurisdiction.
6. 'All risk' property insurance for the full replacement cost of all personal property, equipment, etc. owned by the contractor (vendor) and brought onto the property. Any deductible on covered losses shall be borne by contractor (vendor).

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**Certificate Holder:**

Clarion Partners  
Endeavor Real Estate Group, Ltd.  
CP/IPERS Austin Lake, LLC  
500 West 5<sup>th</sup> Street, Suite 700  
Austin, TX 78701

**Additional Insured:**

Clarion Partners, Endeavor Real Estate Group, Ltd., CP/IPERS Austin Lake, LLC are named as Additional Insureds.

- 1) All moves must be accomplished on weekdays after 7:00 P.M. and before 7:00 A.M., or at any time on Saturday or Sunday.
- 2) Proper protection for building property must be provided by the moving company and will include the following:
  - Clean 4' x 8' masonite sections of at least one-fourth inch thick should be used as runners over all finished floor areas where furniture or equipment will be moved by wheel or skid type dollies. Masonite sections must be taped together to prevent slipping or sliding.
  - Suitable protection for walls, doors and elevator lobbies.
- 3) Tenant's moving contractor is responsible for moving all plywood, masonite, tape, pads, corner boards, cartons, trash, etc. and for leaving the premises clean. Removal of all such materials must be accomplished prior to the following business day. Moving debris left in or around the building by tenant's moving contractor will be removed at tenant's expense.
- 4) The property manager or designate will inspect the premises prior to and after move-in/out to determine if damages were caused by moving contractor. Damage to the building, fixtures or landscaping resulting from the move will be invoiced to the tenant.
- 5) It shall be the responsibility of the mover and the tenant to perform the move in/out the safest manner possible, avoiding blocking of building corridors, entrances and exits, and avoiding the accumulation of large amounts of combustible materials.

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

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MOVE-IN/OUT INFORMATION

The following information is needed in order to facilitate an expedient and efficient move from your premises. Please complete items 1 through 3 of the form and return it to the building Management Office no later than two weeks prior to your scheduled move. A meeting should be scheduled with Building Management on the final day of your move to complete the remainder of the form.

Tenant Name: \_\_\_\_\_

1. Anticipated moving date(s): \_\_\_\_\_

Anticipated time of arrival: \_\_\_\_\_

Anticipated time of completion: \_\_\_\_\_

2. Tenant Moving Coordinator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. Moving Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_