

MOVING REGULATIONS & INSTRUCTIONS

All moving activities must be scheduled and coordinated with The Office of the Building.

NO SELF MOVE – LESSEE MUST USE MOVING COMPANY. Penalty for not following moving instructions may result in \$1,000.00 fine – NO EXCEPTIONS!!!

The following regulations must be strictly adhered to in order for the move to commence and continue without interruption.

- 1) Please return the Permission to Move form to The Office of the Building immediately in order to request a specified date, time and use of the elevator (minimum of 5 business days before moving).
- 2) Access will not be given to moving company unless a representative of Lessee is present of the Office of the Building has received written authorization from Lessee, printed on Lessee's letterhead and signed by an authorized representative to permit said access.
- 3) Provide a list of items to be moved to The Office of the Building to be attached to the Permission to Move form.
- 4) Attach a copy of Lessee's liability insurance certificate and Lessee's moving company's liability and worker's compensation insurance.
- 5) Use of the elevators for moving purposes is **not** permitted during the following hours:

MOVING BLACK OUT TIMES – MONDAY TO FRIDAY

8:30 A.M. to 9:30 A.M. 11:30 A.M. to 1:30 P.M. 5:30 P.M. to 6:30 P.M.

- 6) **NOTE:** Regardless of the time of day, only the service elevator may be used for any type of loading or unloading. Arrangements must be made for elevator padding to be installed prior to any moving taking place.
- 7) **To all 6464 Sunset Tenants:** All moving must be done through the P-1 parking level. No moving is permitted through the main building lobby except at 6565 Sunset. Moving trucks cannot block any access to the building.
- 8) Items to be loaded on and unloaded from the elevator must first be brought to just outside the elevator. The elevator may NOT be loaded or unloaded item by item directly to or from a moving truck or suite. Do not call the elevator until there is a complete load ready at the entrance to the elevator. The elevator may ONLY be stopped while it is being loaded or unloaded. **Any elevator found in the "LOCKED OFF" position which is NOT being immediately loaded or unloaded shall without warning cause forfeiture of the Moving Deposit, resulting in the termination and rescheduling of the move to a later date.**
- 9) The movement of any items must not interfere with the normal operations of the building or any tenants. The Office of the Building strongly encourage planning the move for Saturday or Sunday to allow the service elevator to be made accessible without interruption.
- 10) All moving scheduled are subject to prior approval. Only one Tenant per building is permitted to move at any given time. Permission is granted on a first-come, first-served basis. Management reserves the right to revoke the privilege to use the elevator for moving purposes at any time in the event any of the above instructions are not correctly followed or are abused or for any reason deemed necessary.

PERMISSION TO MOVE FORM

TO LESSEE:

- Permission to move cannot and will not be granted without completion of this form.
- Please ensure proper planning and adequate written notice of the move with The Office of the Building via the use of this form.
- The lack of proper planning, such as an incomplete Move Out Kit, lack of required Certificate of Insurance shall permanently delay the move until all required moving preparations have been completed with The Office of the Building.
- Once assigned and confirmed, the moving date and time must be adhered to. Failure to move on the agreed date and/or time will inherently lead to the unavoidable postponement of the move to another date or another time slot, which must be scheduled with The Office of the Building via the resubmission of the Permission to Move. NO EXCEPTIONS shall be allowed.

This document shall serve as written permission from Paramount Contractors & Developers, Inc. for Lessee to move Lessee's personal property in/or out of the hereunder referenced Premises on the hereunder agreed date and time. All moving activity shall be subject to all Moving Regulations and instructions. Lessor's written permission and a minimum five (5) business day advance clearance with Building Security. Any moving activity that has not been properly cleared with The Office of the Building in accordance with this written and fully executed Permission to Move document shall be immediately terminated and rescheduled to a later date or time slot which shall be determined by Paramount Contractors & Developers' sole discretion.

- 1) I certify that I have read and understand all of the Moving Regulations and Instructions on page 2 of the Move Out Kit and that I agree to all the conditions stated herein.
- 2) I have forwarded a copy of the Moving Regulations to the professional moving company.
- 3) I agree and understand that my failure to adhere to any of these conditions will result in the immediate loss of my moving privileges for the previously arranged time period and that Building Management shall then have the right to terminate the move and reschedule my present and future moves only after 6:00 p.m. and/or on a weekend.
- 4) I agree to pay for any damages caused to Lessor's property due to my moving activity or to my non-compliance with or in violation of these regulations.

Lessee	Signature (Authorized Signatory)	Date
Building/Suite No.	Date of Requested Move	Time of Requested Move
Name of Moving Company	Moving Company Contact Name	Moving Company Phone No.
Name of Lessee's Liability Insurance Provider		Policy No.
Name of Mover's Liability /Worker's Compensation Insurance Provider		Policy No.