

1201BUILDING.COM

Move-In & Move-Out Policy

Requirements for tenants, movers, and service providers

OPERATIONAL HOURS**8:00 a.m.–5:00 p.m.****PREFERRED MOVE WINDOW****Outside Operational Hours**

Purpose. This policy protects tenants, building operations, and common areas during every move. It applies to tenants and to all movers, vendors, and guests acting on a tenant's behalf.

1. Scheduling and Approval

- Advance scheduling is required. Contact building management before confirming a mover or delivery window and provide the date, start and end times, unit number, tenant contact, and moving-company contact information.
- Moves are recommended outside operational hours of 8:00 a.m. to 5:00 p.m. Any move during operational hours requires prior approval and must not interfere with building access, neighboring tenants, or normal business activity.
- Management may limit, reschedule, or stop a move that is unscheduled, unsafe, disruptive, or inconsistent with this policy. The tenant remains responsible for resulting costs or delays.

2. Access, Routes, and Building Protection

- **Back staircase required.** Furniture and other large or bulky items traveling between floors must use the back staircase unless management gives written approval for another route.
- Do not block entrances, exits, hallways, fire equipment, stairs, loading areas, or neighboring suites. Doors may not be propped open or left unattended.
- Use appropriate floor, wall, corner, doorframe, and stair protection. Dollies and carts must have non-marking wheels, and items must be secured to prevent impact or spills.
- The tenant must arrange safe access for movers and must ensure that keys and restricted areas are handled securely.

3. Damage and Responsibility

Tenant responsibility: Any damage caused during the move-in or move-out process—including damage caused by movers, vendors, guests, equipment, or transported items—is the responsibility of the tenant.

- The tenant must promptly report any damage to management. Management may document pre- and post-move conditions and charge the tenant for inspection, cleaning, repair, replacement, labor, or other restoration costs permitted by the lease and applicable law.
- The tenant is responsible for the conduct and supervision of its movers. Management may require proof of insurance, licenses, or a certificate of insurance from a moving company before access is granted.

4. Move-In Requirements

1. Confirm the approved move date, route, access method, and any loading or parking instructions with management.
2. Inspect and photograph the unit and the move route before work begins; report existing damage in writing.
3. Protect common areas, keep the route clean, and remove packing materials and debris promptly.
4. Notify management when the move is complete so common areas can be checked.

5. Move-Out Requirements

- **Complete vacancy required.** When moving out, the unit must be completely empty of furniture, equipment, personal property, supplies, trash, and debris unless management has approved an exception in writing.
- Remove tenant-installed items and signage when required by the lease, and repair resulting holes or damage. Do not remove building-owned fixtures or equipment.
- Leave the unit broom-clean and in the condition required by the lease, ordinary wear and tear excepted where applicable. Additional cleaning, hauling, storage, or disposal may be charged to the tenant.
- Return all keys, access cards, and other building property by the deadline given by management. Charges may apply for missing or unreturned items.
- Property left behind may be treated as abandoned and removed, stored, or disposed of as allowed by the lease and applicable law, at the tenant's expense.

6. Final Inspection and Contract Closeout

- The tenant must schedule a final inspection with building management after the unit is emptied and cleaned. The inspection is required to close out the tenant's contract.
- Failure to schedule or attend the final inspection, return access items, correct damage, or satisfy move-out requirements may delay closeout and result in additional fees or charges under the lease and applicable law.
- The final inspection does not waive later-discovered damage or other obligations. Final account reconciliation, deposits, and charges will be handled under the lease and applicable law.

7. Safety, Cleanliness, and Compliance

- Movers must follow posted rules, reasonable management instructions, fire and safety requirements, and all applicable laws. Smoking and hazardous conduct are prohibited.
- Hazardous, flammable, leaking, excessively heavy, or oversized items are not permitted or require advance approval and appropriate handling. The tenant is responsible for permits or specialized services, when required.
- Trash and packing materials may be placed only in approved disposal areas. Building dumpsters may not be used for large-volume move debris without permission.