

MOVING POLICY
RULES AND REGULATIONS

The following rules pertain to moving furniture, equipment and supplies into and out of Crown Pointe.

ANY TENANT AND/OR MOVING COMPANY NOT ADHERING TO THE FOLLOWING RULES AND REGULATIONS WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE, AND ANY COSTS RELATED THERETO SHALL BE PAID BY TENANT.

1. Clean Masonite shall be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid-type dollies. The Masonite shall be at least one-fourth inch thick. All sections of Masonite shall be taped together to prevent sliding.
2. The moving company must provide and install protective coverings on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. These areas will be inspected for damage after the move. Do not apply duct tape, masking tape, etc. onto the floors, walls, doors or doorjamb. The Crown Pointe management office has Mat-A-Doors available for use during the move. Please contact the management office to request the door protectors to be available on the day of the move.
3. The maximum height clearance of the loading dock is:
1040 Crown Pointe: 12'6"
Bridge Clearance: 13'0"

No trucks over 12'6" height are allowed in the area of 1040 Crown Pointe.
4. The service elevator must be reserved through the Crown Pointe Management Office in advance of the move-in date. Passenger elevator(s) will not be used for the movement of furniture, equipment and supplies.
5. Moving large amounts of furniture, equipment or supplies shall be accomplished between 6:00 PM and 6:00 AM on weekdays, or after 8:00 AM on weekends and holidays, subject to the approval of Landlord.
6. The Tenant must make arrangements with the Crown Pointe Management Office for the proper notification to Security personnel regarding each move.
7. The moving company must schedule a time following the move to retrieve all discarded boxes and packing materials to be removed from the Premises. Any materials left behind will be disposed of and the charge for this disposal will be billed to the Tenant.

8. There will be no smoking inside the Building by any employee of the moving company.
9. All moving company employees shall be in uniform or wear some form of identification.
10. Movers' personnel are only authorized to be present in areas related to the move. Building security will remove any moving personnel found in unauthorized areas (i.e. other floors).
11. The Tenant shall promptly reimburse the Landlord for the cost of any replacement or repairs of Building finishes damaged during the Tenant's move-in/out.
12. **The moving company must carry insurance in amounts not less than the following:**
 - a) Worker's Compensation in the amount of \$1,000,000, bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. **(Waiver of Subrogation required).**
 - b) Comprehensive General Liability insurance policy shall include coverage for hazards on Premises operation, elevators, products and completed operations and including personal injury coverage part and contractual liability coverage part designating the assumptions of liability under performance of the act of moving. Such insurance shall be in limits no less than \$1,000,000 per person for bodily injury and personal injury; \$2,000,000 per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including completed operations. **(Endorsement required).**
 - c) An umbrella policy with a limit of \$1,000,000 per occurrence.
 - d) All moving company employees must be bonded.
 - e) Each moving company moving supplies, furniture, and/or equipment through the Building shall secure and present to the Property Manager a certificate reflecting these coverages at least two weeks prior the scheduled moving date.
 - f) Certificate shall name Massachusetts Mutual Life Insurance Company, as Owner, Cornerstone Real Estate Advisers LLC as Agent, and CB Richard Ellis, Inc. as Manager, as an additional insured via an Endorsement attached to the certificate . The insurance carrier must be rated an A+ VIII or better by the most recent edition of Best's Key Rating Guide. **We are required to have originals of the Certificate of Insurance, the Waiver of Subrogation for Workers Compensation and the Endorsement.**
13. The main lobby, main entrance and main entrance drive shall not be used for any purpose during the move, nor may moving personnel park, access or store anything in this area during the move.

14. The Tenant's representative during this move is:

Moving Contact: _____

Office Telephone: _____

Home Telephone: _____

15. In case of emergency, the Tenant's representative is:

Emergency Contact: _____

Office Telephone: _____

Home Telephone: _____

The below undersigned has reviewed the Landlord's moving policy, the whole of which is contained herein, and understands the information contained herein, and agrees to adhere to these policies, and to be solely responsible for the action of its employees, its mover, and all of its agents with regard to their adherence to this policy:

Reviewed and Agreed to:

Tenant's Moving Representative

Date: _____

Tenant: _____

Suite: _____

Move confirmed with Property Management:

_____ Date: _____



Pre-Approved Moving Companies

Peachtree Movers

404-355-8877

Todd Michals

A-1 Freeman Moving Group

404-732-9019

Bill Lipham

Graebel Movers, Inc.

770-263-6311

Charlie Shockley

Atlantic Relocation

404-351-5311 ext. 135

George Fell

Philpot Relocation Systems

770-934-4444

Ray Hayford