TENANT'S MOVE-IN CHECKLIST

Tenant Company Name	Property Manager - Contact Info:
Building Address	**Suite**
Move-In Date	

	TASK	Due Date to Prop. Mgt.	Date Completed	Approx. Completion Time (after receipt of info)
1	Introduction meeting with Property Manager	N/A		One week from Lease execution or less
2	IT/Telecom process reviewed and service Provider chosen (See IT/Telecom process letter and Preferred Provider list in New Tenant Packet)			Up to 30 days for MNC Preferred Providers Up to 120 days for non-Preferred Providers
3	Notify Property Management of IT/Telecom Provider service request	Immediately following order placement with Provider		At least 48 hours prior to Provider's needed access
4	Send Tenant Signage Request form to Property Manager	4 weeks prior to move-in date		4 weeks
5	Send Access Card & Parking Application form/info to Property Manager	3 weeks prior to move-in date		N/A
6	Review building's Moving Policies & Procedures	3 weeks prior to move-in date		N/A
7	Move-In details discussed with Property Manager - Move-in date scheduled - Freight elevator request form sent to Prop Mgr - Overtime HVAC Request form sent to Prop Mgr	2 weeks prior to move-in date		N/A
8	Send mover's Contact info and Certificate of Insurance to Property Manager	2 weeks prior to move-in date		N/A
9	Send Tenant Contact Information sheet to Property Manager	2 weeks prior to move-in date		N/A
10	Send IMPAK Set-Up Request form to Property Manager	2 weeks prior to move-in date		2 weeks
11	Send Tenant's Certificate of Insurance to Property Manager (See Lease for insurance limit requirements)	Prior to move-in		
12	Review Tenant Handbook including Emergency Procedures and Recycling Procedures *Bldg website address: www.945mcity.com*	Prior to move-in		N/A
13	Punchlist inspection scheduled with Property Manager/Construction Manager			TBD
14	Access cards received from Property Manager	N/A		2-6 weeks depending on # of cards requested
15	Parking permits received from Property Manager	N/A		2-6 weeks depending on # of permits requested
16	Confirm with Prop Mgr if submeter reading monthly invoices will be required. (Note: Required when supplemental air units (or other) are required within the leased space)	N/A		Prior to move-in
17	Suite keys received from Property Manager	N/A		Prior to move-in
18	Mailbox keys received form Property Manager	N/A		Prior to move-in

COMMENTS

Revision date: 1/17/17

MEMORIAL CITY

9753 Katy Freeway

TENANT CONTACT INFORMATION

Company: _____

Physical Address: _____

Mailing Address: _____

Main Telephone: _____ **Fax:** _____

Type of Business (e.g., oil field, consulting, etc)**:** _____

Tenant Authorized Person: (Authorized to approve access cards, billable work orders etc. and receive official building notices)

Name: _____ **Title:** _____

Telephone: _____ ☐ **Mobile** ☐ **Office**

E-mail address: _____

Tenant Coordinators (2): (Calls in hot/cold HVAC requests and other misc. work orders, utilizes MCity Work App work order system)

Name: _____ **Title:** _____

Telephone: _____ ☐ **Mobile** ☐ **Office**

E-mail address: _____

Name: _____ **Title:** _____

Telephone: _____ ☐ **Mobile** ☐ **Office**

E-mail address: _____

Tenant Accounting Contact:

Name: _____ **Title:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ ☐ **Mobile** ☐ **Office**

Fax: _____ **E-mail address:** _____

Tenant Emergency Contacts:

Please list **AT LEAST** three (3) people with your Company we can contact in case of a building emergency during and after business hours.

Name	***Mobile Telephone**	***Email Address**
1.		
2.		
3.		

Please drop off or email this form to the Property Management Office.

MEMORIAL CITY

9753 Katy Freeway

TENANT SIGNAGE REQUEST

Date: _____

Company: _____

Address/Suite: _____

Lobby Electronic Directory Signage:

Please print or type the Company name(s) and suite number to be added to the lobby electronic directory.

_____

_____

_____

Corridor Signage:

Please print or type the Company name(s) and suite number to be added to the corridor signage. Quote to be collected.

_____

_____

_____

Interested in:

☐ Standard Corridor Sign - Company Name & Suite # on vinyl - *no logo

☐ Frosted Vinyl on Glass Door - Company Name, Suite #, & Logo **if possible*

_____ _____

Approval Signature Date

Please drop off or email this form to the Property Management Office.

MEMORIAL CITY

9753 Katy Freeway

MCity Work Order System
SET-UP REQUEST FORM

Date: _____

Company: _____

Address/Suite: _____

Tenant service requests should be entered via the MCity Work App's work order system. You will be able to submit your service requests by downloading the MCity Work App on the App Store.



Entering work orders this way will enable our staff to respond quickly to your requests as a work order will automatically be generated and put in line for servicing. This service will also allow you to track the progress of a specific request through completion. Additionally, it allows both Tenant and Landlord the ability to review the history of the requests.

Please designate two (2) Tenant Coordinators who will be the primary users to enter work orders. Please list their names below along with their email addresses. Each user will receive an email when they have been added to the system.

Name	User Name	Email Address

_____ _____

Approval Signature Date

Please drop off or email this form to the Property Management Office.

MOVING POLICIES AND PROCEDURES

The key to a successful move for any Company is effective communication and coordination between the tenant, the tenant's moving company and the Property Management Office. Please provide the Property Management Office with the moving company sales representative's/contact person's name, address and telephone number so we assist in coordinating your move.

The following guidelines have been established to facilitate an organized and effective move-in:

- All moves must be pre-approved and coordinated through the Property Management Office. A Security Ambassador will be assigned to allow the tenant's Authorized Person(s) and mover access to the building via the loading dock after hours
- Moves must be scheduled after 6:00 p.m. Monday through Friday, or on the weekend. There are no time restrictions for weekend/holiday moves, subject to The Property Management Office's approval.
- The Property Management Office requires a minimum of 24 hours in advance notification to schedule the freight elevator for the move. Please complete the ***Freight Elevator Request*** form which can be found in the **FORMS** section of this manual. A firm date and time will then be provided by the Property Management Office confirming the tenant's reservation.
- If after hours air conditioning will be required during the move, this also will need to be coordinated in advance through the Property Management Office (See "Above-Standard Services" section).
- Please schedule a walk-through of the path of the move with a representative of the moving company and the Property Management Office to determine general conditions and the areas which must be protected. ***Any damages will be the responsibility of and billed to the tenant, not the moving company.***
- The janitorial crew is not equipped to handle the volume of trash created during a move. Therefore, please make arrangements to break down your moving boxes and have your moving company return to the building to remove them.

Moving Company Requirements

The moving company will be responsible for adhering to the following requirements so it is very important that you factor in these requirements when negotiating the cost of your move. The following requirements pertain to moving furniture, equipment and supplies in and out of the building:

- Clean Masonite sections are to be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid-type dollies. Clean plywood sections will also be required when moving over "sensitive" floors (i.e. stone or tile floors).The Masonite must be at least ¼" thick, 4' x 8' sheets in elevator lobbies and corridors and 32" sheets through all doors to a tenant's space. All glass doors must be padded to protect exposed areas.

- Property Management and moving company personnel will inspect all walls, door facings, elevator cabs and other areas along the route to be followed before, during and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.

- The Fire Marshal prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Vehicles used for moving or deliveries are not to park in marked fire lanes. The loading dock located on the west side of the building is the designated area for this.

- Only the freight elevators in the building are to be used for the movement of furniture, equipment and supplies. No passenger elevators are to be utilized. Also, no pallets or pallet jacks are allowed in the building at any time. Any difficulties involving the freight elevators or operation of the building should be reported to the Security Ambassador on duty, who will in turn contact an on-call engineer.

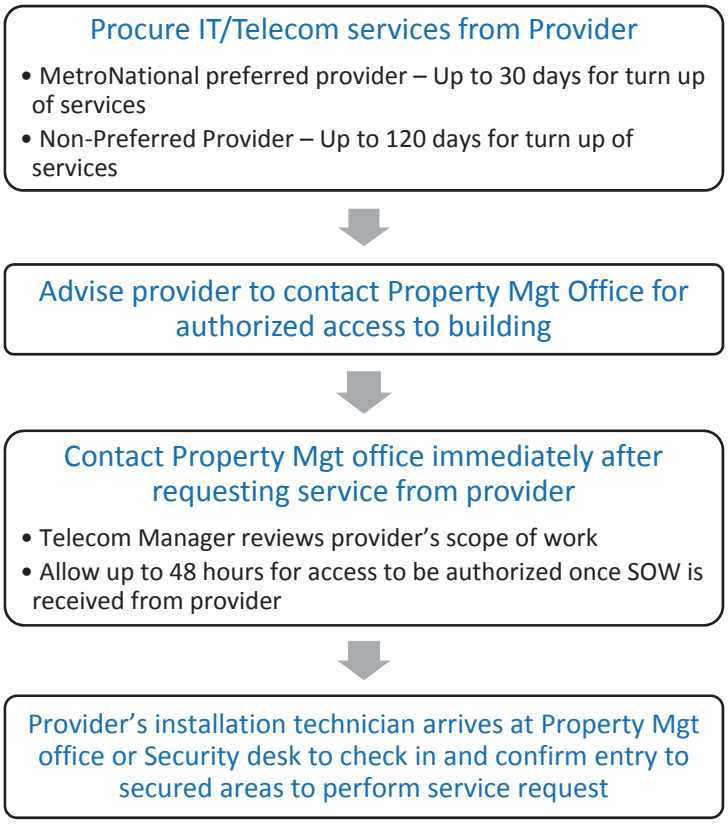
- All moves are to be made through the loading dock area. Deliveries will not be permitted through the lobby entrance on the first floor unless prior consent has been obtained from the Property Management Office.

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.

Information Technology/Telecommunications Service Request Process

We understand that today's businesses rely heavily on secure, quick and constant access to information and technology. Therefore, we've outlined the process for you to quickly obtain information/telecommunications service for your new office.

New IT/telecom services to your office can take up to 120 days to complete. We highly advise procuring these services from our list of Preferred Providers who are already active in your building (see list attached or link below) so that your services can be connected quickly. Non-preferred providers can take up to 120 days to provide service.



Having recognized a growing need for tenant data security in our buildings, we have enlisted a Telecom Manager that will review and approve your telecom provider's (AT&T, Comcast, Logix, etc.) installations and repairs in our IDFs*. The Telecom Manager will be approving the Scope of Work plans from your providers as well as their technician's entry into the IDFs.

Please reach out to the Property Manager Office for list of preferred Telcom vendors.

Please contact the Property Management office for any assistance in this process.

*IDF - Independent Distribution Facility: Our IDFs are on various floors which house connections to provider networks. The network drops on each floor for each tenant connect to the IDFs in our buildings. This is where every tenant connects their networking equipment and feeds it back to your data center.

** This 48 hour requirement does not apply to emergency repairs but please notify Property Management as usual.

9753 Katy Freeway - Access Card & Parking Application

Please allow 2 business days for processing.

Company Name _____ Suite(s) _____

Employee Name _____

☐ New Request ☐ Update of Records

Access Card Needed? ☐ Yes ☐ No, please give reason: _____

Access Levels
- ☐ Building Access
- ☐ Elevator Access
- ☐ Suite access
- ☐ Other specific access within your suite: _____

Parking Decal Needed? ☐ Yes ☐ No, please give reason: _____

EZ Tag Activation Needed? ☐ Yes ☐ No

	Make/Model	License Plate	Color	EZ-Tag
Vehicle #1				
Vehicle #2 (optional)				

Please complete all sections and submit form to your office manager for processing.

MEMORIAL CITY

9753 Katy Freeway

OVERTIME HVAC REQUEST FORM

Date: _____

Company: _____

Address/Suite: _____

HVAC requested after business hours is considered overtime air conditioning and the tenant will be charged the Above-Standard rate, per your lease. Any tenant requesting overtime air conditioning must complete and sign this form.

Authorized by: _____

Location/Suite: _____

Overtime HVAC requested for the following date(s) and time(s):

Date: ___/___/__ From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Date: ___/___/__ From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Standing Order? From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

**Note: This request also includes programming of lights (at no charge) after business hours.*

Please return this form no later than 1:00 p.m. the day before HVAC is required.

_____ _____

Approval Signature Date

Please drop off or email this form to the Property Management Office.

MEMORIAL CITY

9753 Katy Freeway

FREIGHT ELEVATOR REQUEST

Address: _____

Date: _____

Company: _____

The freight elevator is reserved on a first come, first serve basis. Please call and check the availability of the freight elevator before sending request.

Requested by: _____

Dates needed: _____

_____ ☐ a.m. ☐ p.m. to: _____ ☐ a.m. ☐ p.m.

All moves and/or deliveries MUST be scheduled AFTER 6:00 p.m. Monday through Friday*

FREIGHT ELEVATOR REQUESTED FOR:

☐ Delivery of _____

☐ Move-in _____

☐ Move-out _____

☐ In-house move _____

Mover/Delivery Company: _____

Mover/Delivery Contact: _____

Telephone: _____

*** Moves and/or deliveries must be scheduled with the Property Management Office at least 24 hours prior to usage of freight elevator and a current Certificate of Insurance for the vendor must be on file in the Property Management Office. Unscheduled moves or large deliveries will be turned away!**

Please drop off or email this form to the Property Management Office.

MEMORIAL CITY

9753 Katy Freeway

KEY ORDER FORM

Date: _____

Company: _____

Suite: _____

Suite Keys: How many keys will be required? _____

Office Keys:

Office # _____ # keys: _____

Office # _____ # keys: _____

Office # _____ # keys: _____

Office # _____ # keys: _____

Mailbox:

Office # _____ # keys: _____

_____

Authorized Person Signature

_____ _____

Print Name Date

Received by _____ Date _____

Please complete all sections and submit form to your office manager for processing