

**MOVE IN/OUT PROCEDURES
EAST SANDPOINTE**

Welcome to East Sandpointe! We are pleased you have chosen a property managed by DAVIS PARTNERS LIMITED LIABILITY COMPANY.

1. MOVING IN AND OUT OF THE BUILDING:

The office of the Building asks for your cooperation in carrying out the Policy and Procedures for the premises. Specifically, the rules outlining moving in and out of the building are:

When moving in and out of the building it is imperative that the move does not take place during normal business hours which are Monday through Friday 8:00 a.m. to 5:00 p.m. Other than routine deliveries, all tenant supplies, small furniture (small file cabinets, single chairs, etc.) and /or boxes being moved in or out of the building, must be made between 9:00 a.m. – 11:00 a.m. or 2:00 p.m.-4:00 p.m. If a delivery consists of more than three pieces, delivery will have to be made after business hours (after 5:00 p.m. Monday through Friday or anytime on Saturdays and Sundays). Please note that any moves without the proper paperwork and the prior approval of the building, regardless of delivery time, will not be allowed.

In order to coordinate the time and date, all moves must be scheduled through the Office of the Building. Only after a move has been approved may the tenant or subtenant make arrangements with a moving company. Please note that movers must use the back entrance and masonite sheets need to be laid to protect the threshold, carpets and marble on the ground floor and carpet on the floor you are moving to. The movers must submit to our office a Certificate of Insurance (as stated below). ***It is imperative that we receive the Certificate prior to the move, or we cannot allow them to enter the building.***

All movers are to use the elevator which has been padded for moves only. As stated below, the freight elevator is available for use after 5:00 p.m. on weekdays.

2. CERTIFICATE OF INSURANCE (MOVERS):

Davis Partners LLC requires receipt of a Certificate of Insurance from your moving company which names the Building Owner and Management Company as additional insured on their general liability insurance policy prior to the actual move. The named insured on the certificate of insurance that you provide should read as follows:

*The Realty Associates Fund VII L.P.
and Davis Partners LLC
201 East Sandpointe, suite 470
Santa Ana, CA 92707*

The minimum insurance amount is two million dollars. Please have your insurance company forward a copy of their certificate to us as soon as possible. If necessary, the certificate can be sent to us via facsimile at 714.540.6957.

3. PHONE LINE INSTALLATION:

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When calling vendors for your telephone installation, please advise them that all telephone cable must be plenum rated due to City codes. There is also a form that must be filled out and faxed to the office 24 hours before your tech arrives on site. We cannot provide access to the telephone rooms without it. Also instruct your phone vendors to clean up after themselves, any clean up that must be performed after your phone vendor leaves will be a billable item.

4. SIGNAGE:

Forms are available for suite and directory signage. They need to be filled out completely and returned to the management office as soon as possible. It is suggested that this is to be done prior to move-in date, when possible, in an effort to have signage complete prior to your actual move.

5. BUILDING SECURITY ENTRY:

The building you are moving into has an access system in place. The access card allows you to access the parking structure, building and elevators. Please fill out the attached Access Card request form and forward it to our office. Each card is issued to each individual employee. All cards require a non-refundable fee of \$10.00 per card. Management will deliver access cards to your suite unless other arrangements are made.

Generally, two (2) to five (5) suite keys and one (1) mailbox key are issued upon move-in at no charge. Additional keys are available through DAVIS PARTNERS at a cost of \$5.00 per key.

Note: If additional keys are require at time of move-in, please fill out the attached key request form and attach your check, made payable to The Realty Associates Fund VII, L.P. and return it to the Management Office.

It is imperative for both a master Tenant, as well as subtenant(s) to take responsibility in following these procedures. If a subtenant does not comply, DAVIS PARTNERS will hold the master Tenant responsible. Strict enforcement of these policies will be applied by the Office of the Building. Violations will inconvenience all tenants and can lead to added expenses.

We thank you in advance for your cooperation and should you have any questions or require further assistance, please do not hesitate to contact the Assistant Property Manager, John Donlon at (714) 540-5655.