



**TERRACE BUILDING MOVE-IN / MOVE-OUT GUIDELINES**  
**13200 Crossroads Parkway North**  
**City Of Industry, California**

1. The building is accessible for move-ins anytime before 7:45 a.m. or after 5:30 p.m. Monday through Friday and/or weekends.
2. The Management Office *must* be notified of the date and time of move; and the Name and phone number of your moving company, at least 48 hours prior to move.
3. Landlord must receive proof of insurance from Tenant and their moving company and/or any sub- contactors, prior to the scheduled move-in date or scheduled work. The following must be named as the certificate holder and as the additional insured: (Please see attached "Lease Insurance Language" and "Sample Certificate of Insurance" for additional language and requirements.)

**Additional Insured (Landlord):** RR & C Development Company, a California general partnership, Redlands Joint Venture, LLC, a California limited liability company and Crossroads Parcel 4 (Terrace Building)

**Location:** 13200 Crossroads Parkway No., Ste \_\_\_\_  
City of Industry, CA

**Certificate Holder:** RR&C Development Company, a California general Partnership & and Redlands Joint Venture, LLC, a California limited liability company  
13191 Crossroads Parkway North, Suite 225  
City of Industry, California 91746

4. Any contractor who does not have a certificate on file will be turned away.
5. Furniture installation during the workweek must be completed before 7:45 a.m. or after 5:30 p.m.
6. The loading area is at the rear of the building. Please only use the freight elevator for your move in. The freight elevator can be accessed through the cargo doors at rear of the building. The common area flooring must be protected with either a cardboard, plastic or paper material.
7. This is a non-union building.

Should you have any questions regarding the above Move-In Guidelines, please contact Majestic Management Co. at:

Kathleen Stauffer, Senior Property Manager	(562) 948-4371
Claudia Marquez, Administrative Assistant	(562) 654-2759
Majestic Management Co. Fax	(562) 695-0441