



**THE PARK AT CROSSROADS
MOVE-IN / MOVE-OUT GUIDELINES
13300 Crossroads Parkway North
City Of Industry, California**

1. The building is accessible for move-ins 24 hours a day 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 1 (one) week 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, and The Park at Crossroads

Location: 13300 Crossroads Parkway No., Ste __
City of Industry, CA

Certificate Holder: Majestic Management Co., as agent for RR&C Development Company, a California general
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 work week must be completed before 7:45 a.m. or after 5:30 p.m. unless it has been prearranged with Property Management.
6. The loading dock 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. Damage to the elevator, floor or walls due to moving will be the responsibility of the tenant.
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, Property Manager	(562) 948-4371
Claudia Marquez, Administrative Assistant	(562) 654-2759
Majestic Management Co. Fax	(562) 695-0441