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## MOVING PROCEDURES

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Moving and delivery companies must provide a correct insurance certificate, naming the Landlord and its affiliates as Additional Insured. The Additional Insured Endorsement must be provided. **Vans will be turned away if insurance certificates are not provided prior to the move.** Please contact building management for the correct insurance requirements:

Peregrine Realty Partners, Inc.  
591 Camino de la Reina, Suite 150  
San Diego, CA 92108

Phone: (619) 299-5835  
Email: [manager@leaseoldtown.com](mailto:manager@leaseoldtown.com)

Service Provider shall hold valid business license. Evidence of such shall be provided to Owner upon request

In order to avoid any damage to the common areas and elevators, please follow the guidelines listed below when moving your business in or out of the property.

- ◇ COVER ALL TILED AREAS: Masonite or similar product must be placed over all tile or stone flooring.
- ◇ COVER ALL CARPETED AREAS: Visqueen or similar plastic product (or Masonite) must be placed on all carpet in the common areas.
- ◇ COVER ALL CORNERS, GLASS, AND/OR MIRRORS: Corner guards are required to avoid damage to the walls. Also, place cardboard over any glass or mirrors in the elevators where elevator pads are not available.
- ◇ MOVING VEHICLES: Must not impede traffic. Do not block parked vehicles.
- ◇ Do not block any fire escapes, stairwell doors, or entrance/exit doors.
- ◇ Do not hold or block elevator doors from closing. It is advised that prior arrangements be made for Management to place the elevator(s) in independent service for the exclusive use by the movers or deliverers.
- ◇ All moving and delivery personnel must wear shoes and shirts at all times. No loud music, loud voices, cursing, or smoking.
- ◇ THE ENTIRE MOVE OR DELIVERY MUST BE COMPLETED DURING NON-BUSINESS HOURS (AFTER 5:00PM ) OR ON THE WEEKEND.

**Service Provider will be responsible for its employee's actions and will reimburse Owner for any damage caused by Service Provider's employees.**

Peregrine Realty Partners, Inc. thanks you for your cooperation and understanding.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

2251 San Diego Ave. | San Diego, CA 92110  
Phone | (619) 299-5835 | [manager@leaseoldtown.com](mailto:manager@leaseoldtown.com)  
[www. Leaseoldtown.com](http://www.leaseoldtown.com)

