

TENANT MOVE IN/OUT

Moves must be scheduled with the Management Office prior to the date of the move by submitting a Vendor Work Authorization Form. The form must contain the date and time of the move, name of the moving company and a tenant contact name.

Copies of Certificates of Insurance with the following minimum limits must be on file in the Management Office within 48 hours prior to the scheduled move:

General Liability	\$1,000,000 each occurrence/\$2,000,000 general aggregate
Auto	\$1,000,000 combined single limit
Workers Comp	\$1,000,000 each accident

The certificate must contain the following additional insured language and certificate holder information:

The **minimum** required language is highlighted bold:

Hines West LLC, a Delaware limited liability company and **Warner Center Acquisitions Partners LLC** a Delaware limited liability company and their shareholders, partners, agents and employees and **LNR Warner Center Property Owners Association**, as their interest may appear, **are included as additional insureds** on the General Liability for work by [*Vendor*] at 5700 & 5820 Canoga Ave. and 21271, 21281 & 21301 Burbank Blvd., Woodland Hills, CA. This certificate supersedes any and all prior certificates issued to Holder.

Certificate Holder

Warner Center Acquisitions Partners, LLC
5820 Canoga Avenue, Suite 220
Woodland Hills, CA 91367

The moving company must agree to protect, indemnify, and save Landlord harmless from any against all claim, demand, and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees, or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omission of moving company, its agents, employees or representative or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work thereunder.

Tenant move-in/outs are not permitted Monday through Friday before 6:00 pm. The freight elevator in the specified building will be made available at the time reserved for the move. The elevator dimensions are: width 7' depth 8' load capacity 3500 lbs and Elevator Door opening Height 9' width 4'.

The moving company shall provide masonite or other approved protective covering for all floor areas. All interior surfaces, including carpet, flooring and wall covering shall be protected during the move. Additionally, no removal of tenant property may be made though the lobby of the building. Please refer to the attached site map for the area where the moving truck should be parked.

The moving company shall remove wrappings and waste and the completion of each working day from the property. All work shall be completed with a constant effort to eliminate unnecessary noise, obstructions or other annoyances.

Tenant shall be liable to Landlord for replacement or repair of any damages incurred to the building property during move-in/out. Replacement or repair is to be completed at the convenience of Hines and as determined by the Management Office. This includes but is not limited to damage to the parking structure, loading areas, elevator, tenant interior space and building corridors.

The Premises, streets and sidewalks shall be kept clean of debris cause by Tenant move-in/out. The moving company shall haul any and all trash that has been generated as a result of the move off the property during the same day that the move takes place. In the event the move takes longer than one day, someone from the Management staff will walk the route with the movers each day to ensure no damage has occurred.