Ogle Property Management

Tenant Move Out Procedures

**Access to Premises Date** - Please contact the office at least seven (7) days in advance of your physical move-out date. We will need to know the first day the movers will be in the building, the anticipated duration of the move as well as the name and contact number of the tenant representative in charge.

**Moving hours**- Moves must occur after 5:00pm Monday-Friday or anytime on the weekends. You are responsible for contacting our office in advance to arrange for the **elevator protective** **guards** to be put in place before your scheduled move. Minimum $500.00 fee for Violation.

**Furniture & Moving Companies**- You may select the moving company of your choice, subject to landlord approval. Your moving company will be required to fax a Certificate of Insurance at least 48 hours in advance to 512-327-0714 listing **Cheryl Ogle as additional insured**. The moving trucks should not obstruct or block any passageways to and from the building.

**Trash**- It is the tenant’s responsibility for disposal of any trash during course of move to be hauled away from the property. Please keep any moving containers or boxes that may be picked up by your moving company out of the corridors. Minimum $100 fee for violation.

**Keys /Forwarding address-** You will need to return all keys to your suite and mailbox to the Ogle Property Management office located at 3600 Bee Caves rd. Ste. 206 by 3 pm the following business day after the termination date of your lease. Please use the space below to turn in your forwarding address at this time.

**Carpet & Flooring -**  Please make note of Exhibit ‘D’ Rules and Regulations as stated in your lease. “16. **CARPET DAMAGE.** Lessee will be responsible for any damage to carpets and flooring (except ordinary wear and tear) as a result of rust or corrosion of file cabinets, potted plant saucers, roller chairs and metal objects. *Lessee is required to use plastic chair mats to protect the carpet from damage from roller chairs*.”

**Telephone/Internet-** You must give Ogle Property Management 24 hour advanced notice for cancellation of services in order for the technicians to have access to the telephone rooms upon move out. You must remove all of your communication wiring, computer networking cables, server equipment and server racks. You will be liable for any damage or cost associated with the removal or abandonment of this equipment.( Minimum of $1000.00 or $1.00 per square foot.)

**Building entrances**- You will held liable for any damages to any doors of the building after move out.

**Damages/Cleaning**- A final walk through will need to be scheduled within 48 hours of the termination date of the lease. If there is no scheduled date, management will conduct the final walk through and notify you of the conditions of the suite.

**Insurance requirements -** Per the Insurance provision of your Lease Agreement, Lessee must provide Lessor with a certificate evidencing proof of insurance. A Certificate of Insurance must be provided to building management and kept current annually or upon change of insurance carrier. **Cheryl Ogle must be listed as additional insured. This must be submitted to our office prior to moving in.**

Forwarding address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_