



LIVE OAK

*Real Estate Development,
Brokerage & Services*

Mira Vista

MOVING PROCEDURES

MOVING IN? PLEASE:

1. Contact your Property Manager as soon as possible.
2. Send your Property Manager the following:
 - a. Your move in date
 - b. The name of your moving company
 - c. A current Certificate of Insurance from your moving company
3. Schedule a final walk through of your space with your Property Manager.

MOVING OUT? PLEASE:

1. Contact your Property Manager as soon as possible.
2. Send your Property Manager the following:
 - a. Your move out date
 - b. The name of your moving company
 - c. A current Certificate of Insurance from your moving company
 - d. Your forwarding address and phone number
3. Schedule a final walk through of your space with your Property Manager.

GENERAL RULES FOR MOVING-IN or MOVING-OUT

- Moving furnishings of any kind must be done after 5:30 p.m. or before 7:30 a.m. if scheduled during the regular work week Monday through Friday.
- On weekends, Saturdays or Sundays, any moving must be first coordinated with the Management.
- The elevator should not be used to move furniture. Instead, usage of the stairwells is preferred for any type of move; however if the elevator is to be used, please inform Property Management so the elevator pads can be temporarily installed for the move.
- The Tenant will be responsible for any damages incurred during his/her move. Scratches, dents, tears in wall paper, holes in walls and carpet tears, chips in door jambs and broken light fixtures are all considered damages. This is why it is important that your moving company provides the management office with a certificate of insurance.
- The tenant is responsible for scheduling all telephone and/or internet installs with the property manager 24 hours in advance of the service company's installation window.