

MOVE-IN/OUT RULES AND REGULATIONS

For the benefit of all the Tenants, major moves/deliveries can only be accommodated on evenings and weekends. Please furnish the necessary information that is requested as soon as moving plans are finalized to avoid any conflicts of scheduling. It is recommended that the moving company supervisor visit the complex to become familiar with the elevator locations, clearances and finish conditions before the move is scheduled.

1. Thirty (30) days prior to a scheduled move, the Landlord, the Tenant's move coordinator, and the moving company representative will meet in order to coordinate times, establish methods of delivery and reserve use of the loading docks, service corridors, freight elevators and explain building rules and regulations. A pre-move walk-through may also be conducted at this time or scheduled for a date prior to the move. Management must be notified at least 48 hours in advance prior to moving any furnishing in and out of the building.
2. A move-in letter and "Tenant Handbook" providing site plans identifying building entrances, parking, and loading dock facilities will be delivered during the move-in meeting. Please provide the management office with the information requested within the Tenant Handbook as soon as possible.
3. Tenant's move coordinator should provide a Certificate of Insurance from the moving company, explain the moving regulations to moving company and provide a forwarding address to management.
4. A pre-move walk-through -- including the Property Manager, the Tenant move coordinator and a representative from the moving company -- will be conducted prior to the commencement of the move. The walk-through will serve to identify existing damage in common areas and corridors as well as identify areas to be protected and padded according to building regulations.
5. Move-ins/move-outs and deliveries of large quantities of furniture, equipment, or supplies must be accomplished after 6:00 p.m. and before 6:00 a.m. on weekdays, or anytime on weekends or holidays. Please schedule directly with the management office at 770.668.8000.
6. Only the service elevators may be used for the movement of furniture, equipment, and supplies. All companies making deliveries in connection with the move are to adhere to the moving rules and regulations pertaining to the protection of the premises and all common areas. All costs associated with protecting the building are the responsibility of the Tenant. Any physical damage to the building will be repaired by Landlord at Tenant's expense.
 - a) Protection must be installed prior to the commencement of the move and removed immediately upon completion. Tenant (or its moving company) is responsible for leaving the area in as clean a condition as it was prior to the move.

- b) The moving/delivery company must use clean masonite sections as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. All sections of masonite should be taped to prevent sliding.
- c) The moving/delivery company must provide and install protective coverings such as Mat-A-Doors on all vulnerable corners, walls, door facings, elevator cabs and other areas along the route to be followed during the move. In addition, the use of duct tape on the floors, walls, or doors is not allowed.

7. All moving companies must carry insurance including, but not less than the following:

- a) Worker's Compensation with limits not less than \$1,000,000.
- b) General Liability \$3,000,000 per occurrence and \$3,000,000 aggregate, as applicable, combined single limit, bodily injury and property damage.
- c) Automobile Liability \$3,000,000 per occurrence.
- d) Employer's Liability \$1,000,000 per occurrence.
- e) Excess Umbrella \$1,000,000 per occurrence.
- f) All moving company employees must be bonded.
- g) Each moving company moving supplies, furniture and/or equipment through this building shall secure and present to the Property Manager a certificate reflecting the coverage at least forty-eight (48) hours before the move takes place. The certificate of insurance should name Cousins Northpark 400 LLC, and Cousins Properties Incorporated as additional insured.
- h) **In the description of operations/locations/vehicles/exclusions added by endorsement/special provision box insert the following text:**
 - 1. Cousins Northpark 400 LLC, a Georgia limited liability company, and Cousins Properties Incorporated, a Georgia corporation are named as Additional Insured on the General Liability policy.
- i) **In the CERTIFICATE HOLDER box insert the following text:**
 - 1. Cousins Properties Incorporated
1000 Abernathy Road, Suite L-2
Atlanta, GA 30328

- 8. The premises will be cleaned in accordance with the cleaning specifications set forth in the Lease prior to the move (exclusive of final clean from improvement work) and upon Tenant's request after the move is completed (exclusive of any extraordinary cleaning or

the removal of moving boxes, etc.). Normal cleaning services will commence on the next scheduled business day. The moving/delivery company and Tenant should be instructed to remove all used and unpacked boxes from the building, making arrangements for disposal other than using the waste facilities of the building.

9. No trash, boxes or other items are to be left in the loading dock, dumpsters, corridors or any other common area. The building standard janitorial services do not include the removal of such items.
10. Smoking is not permitted inside the building, nor in the parking deck, nor within other common areas. Smoking is only permitted in designated smoking areas.
11. Please notify the Property Manager of items to be moved which are unusually large or heavy (in excess of 3,500 pounds) or which may require our review. Dimensions and weight may prohibit the safe transport and placement within acceptable structural guidelines. Any large items that cannot be placed in the service elevator will require special hoisting arrangements, which can be made by calling the management office at 770.668.8000. Your moving contractor should include in your bid price any additional charges required for extra services which may need to be provided by the elevator contractor to hoist large items.
12. Heating, ventilation and air conditioning may be provided during a move when requested at least one full business day prior to the move at the current rates in place at that time. Please identify specific time requirements for said service. Property management should be notified of any changes from the confirmed air conditioning request.
13. Please furnish the management office at 770.668.8000 with the move information outlined below:
 1. Date(s) of the move.
 2. Time moving/delivery company will arrive.
 3. Estimated duration of the move.
 4. Name of the moving/delivery company.
 5. Name of supervisor for the move and phone number.
 6. Tenant Representative that will be present for the move.
 7. Number of trucks expected/number of moving personnel.
 8. Forwarding address (if you are moving out of the complex).
14. Security will be notified as to the move-in or move-out schedule and will monitor the progress of the move. Any changes in the move-in or move-out schedule should be immediately reported to the management office. An emergency phone number will be required by security for the moving contractor supervisor and the Tenant's move coordinator. Security must be retained during the actual move at a rate of \$25/hour with a four hour minimum to oversee the movement of the moving company.
15. A post-move walk-through -- including the Property Manager or designated representative and the Tenant move coordinator -- will need to be conducted to ensure all furniture have been removed from the suite and to make sure no damages have been

made from the move.

16. We reserve the right to modify these rules and regulations and to establish additional reasonable rules and regulations as required for the safety, protection, care and cleanliness of the building, the operation thereof, the preservation and good order therein or the protection and comfort of the other Tenant of the building and their agents, employees and guests.