



Moving Requirements for Tempe Gateway

1. A Certificate of Insurance is required from the moving company and any other vendors working in the suite. The certificate must meet Parkway Vendor standards and should be submitted well in advance in order to insure proper wording.
2. Moving must be done **before 8:00 AM** or **after 5:00 PM** or on weekends.
3. An authorized person from the company must be in the suite during the entire move. This person will give access to the vendors for the move.
4. They must use the freight elevator.
5. Masonite must be put down between the elevators and the entrance of the space to protect the floor. The moving company is responsible to bring the masonite.
6. All trash and boxes must be taken off the property by the moving company and disposed of off site. Unattached fixtures and furniture, which are not part of the lease, must be removed from the space.
7. All cabling and phone system wiring is to be removed from the suite.
8. Keys, access cards and parking passes must be returned to the Property Manager upon vacating the premises.
9. Contact information necessary upon moving: forwarding address, phone number and e-mail address of authorized representative of the company.