



Tenant Move-Out Procedures

Move-Out Date – Please notify Kucera Management at least seven (7) days in advance of your anticipated move-out date. We will need to know the first day that movers will be in the building and the anticipated duration of the move.

Moving Hours – Moves must occur after 5:00pm Monday-Friday or anytime on the weekends. You are responsible for contacting Kucera Management at (512) 346-0025 to arrange for protective pads to be placed in the elevator. Your company will be held responsible for any damage to unprotected elevators.

Furniture & Moving Companies - You may select the moving company of your choice, subject to landlord approval. Your moving company must fax a Certificate of Insurance **at least 24 hours in advance** listing **Landlord Entity (see lease agreement for Landlord Entity)** and Kucera Management, Inc. as additional insured with the following minimum coverage. **Moving companies that do not carry insurance in these amounts will not be approved by the landlord:**

Comprehensive General Liability:

Bodily Injury/Property Damage \$1,000,000 ea. Occurrence, \$1,000,000 aggregate

Umbrella Excess Liability Insurance:

Bodily Injury/Property Damage \$1,000,000 ea. Occurrence, \$1,000,000 aggregate

Workman's Compensation:

Workman's Compensation Statutory Limits

Please have the vendor **email** the Certificate of Insurance to: tenantservices@kuceraco.com

Trash - During move-out, it is common to have unusually high amounts of trash. It is your responsibility to remove all trash related to the move from the suite. Please refrain from putting trash in the corridors. If additional trash collection service is necessary, you may be charged if any additional expenses are incurred. The entire suite should be vacuumed by tenant prior to the Final Walk-Through. Costs incurred by Management to remove excess trash will be billed to tenant or deducted from the security deposit.

Final Walk-Through – Please contact the building management to schedule a final walk-through of your lease space after all possessions have been removed from the premises. A representative of the building management will identify any repairs that are the tenants' responsibility. Any unrepaired items that must be addressed by the management company will be billed to tenant or deducted from the security deposit.

Keys/Access Cards – All building keys, access cards and mailbox keys must be collected from your employees and provided to the building management at the final walk-through or delivered to the Kucera Management Office no later than 3 business days after you vacate the building. Charges for lost keys and access cards will be billed to tenant or deducted from your security deposit.

Security Deposit Refund – After the Final Walk-Through has been completed and any repair items have been addressed, we will promptly process the refund of your security deposit.

Forwarding Address – Prior to the move-out, please provide a forwarding address to Kucera Management so the security deposit may be refunded. Failure to provide a forwarding address may delay processing of the security deposit refund.