



TENANT'S MOVE-IN CHECKLIST

Tenant Company Name		Property Manager - Contact Info:		
Building Address		Suite		
Move-In Date				
TASK	Due Date to Prop. Mgt.	Date Completed	Approx. Completion Time (after receipt of info)	
1	Introduction meeting with Property Manager	N/A	One week from Lease execution or less	
2	IT/Telecom process reviewed and service Provider chosen (See IT/Telecom process letter and Preferred Provider list in New Tenant Packet)		Up to 30 days for MNC Preferred Providers Up to 120 days for non-Preferred Providers	
3	Notify Property Management of IT/Telecom Provider service request	Immediately following order placement with Provider	At least 48 hours prior to Provider's needed access	
4	Send Tenant Signage Request form to Property Manager	4 weeks prior to move-in date	4 weeks	
5	Send Access Card & Parking Application form/info to Property Manager	3 weeks prior to move-in date	N/A	
6	Review building's Moving Policies & Procedures	3 weeks prior to move-in date	N/A	
7	Move-In details discussed with Property Manager - Move-in date scheduled - Freight elevator request form sent to Prop Mgr - Overtime HVAC Request form sent to Prop Mgr	2 weeks prior to move-in date	N/A	
8	Send mover's Contact info and Certificate of Insurance to Property Manager	2 weeks prior to move-in date	N/A	
9	Send Tenant Contact Information sheet to Property Manager	2 weeks prior to move-in date	N/A	
10	Send IMPAK Set-Up Request form to Property Manager	2 weeks prior to move-in date	2 weeks	
11	Send Tenant's Certificate of Insurance to Property Manager (See Lease for insurance limit requirements)	Prior to move-in		
12	Review Tenant Handbook including Emergency Procedures and Recycling Procedures <i>Bldg website address: www.mcplazas.com</i>	Prior to move-in	N/A	
13	Punchlist inspection scheduled with Property Manager/Construction Manager		TBD	
14	Access cards received from Property Manager	N/A	2-6 weeks depending on # of cards requested	
15	Parking permits received from Property Manager	N/A	2-6 weeks depending on # of permits requested	
16	Confirm with Prop Mgr if submeter reading monthly invoices will be required. (Note: Required when supplemental air units (or other) are required within the leased space)	N/A	Prior to move-in	
17	Suite keys received from Property Manager	N/A	Prior to move-in	
18	Mailbox keys received from Property Manager	N/A	Prior to move-in	
COMMENTS				
Revision date: 1/17/17				

MOVING POLICIES AND PROCEDURES

The key to a successful move for any Company is effective communication and coordination between the tenant, the tenant's moving company and the Property Management Office. Please provide the Property Management Office with the moving company sales representative's/contact person's name, address and telephone number so we assist in coordinating your move.

The following guidelines have been established to facilitate an organized and effective move-in:

- All moves must be pre-approved and coordinated through the Property Management Office. A Security Ambassador will be assigned to allow the tenant's Authorized Person(s) and mover access to the building via the loading dock after hours
- Moves must be scheduled after 6:00 p.m. Monday through Friday, or on the weekend. There are no time restrictions for weekend/holiday moves, subject to The Property Management Office's approval.
- The Property Management Office requires a minimum of 24 hours in advance notification to schedule the freight elevator for the move. Please provide the Property Management Office the date and name of the vendor doing the move.
- If after hours air conditioning will be required during the move, this also will need to be coordinated in advance through the Property Management Office (See "Above-Standard Services" section).
- Please schedule a walk-through of the path of the move with a representative of the moving company and the Property Management Office to determine general conditions and the areas which must be protected. ***Any damages will be the responsibility of and billed to the tenant, not the moving company.***
- The janitorial crew is not equipped to handle the volume of trash created during a move. Therefore, please make arrangements to break down your moving boxes and have your moving company return to the building to remove them.

Moving Company Requirements

The moving company will be responsible for adhering to the following requirements so it is very important that you factor in these requirements when negotiating the cost of your move. The following requirements pertain to moving furniture, equipment and supplies in and out of the building:

- Clean Masonite sections are to be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid-type dollies. Clean

plywood sections will also be required when moving over “sensitive” floors (i.e. stone or tile floors). The Masonite must be at least ¼” thick, 4’ x 8’ sheets in elevator lobbies and corridors and 32” sheets through all doors to a tenant’s space. All glass doors must be padded to protect exposed areas.

- Property Management and moving company personnel will inspect all walls, door facings, elevator cabs and other areas along the route to be followed before, during and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
- The Fire Marshal prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Vehicles used for moving or deliveries are not to park in marked fire lanes. The loading dock located on the west side of the building is the designated area for this.
- Only the freight elevators in the building are to be used for the movement of furniture, equipment and supplies. No passenger elevators are to be utilized. Also, no pallets or pallet jacks are allowed in the building at any time. Any difficulties involving the freight elevators or operation of the building should be reported to the Security Ambassador on duty, who will in turn contact an on-call engineer.
- All moves are to be made through the loading dock area. Deliveries will not be permitted through the lobby entrance on the first floor unless prior consent has been obtained from the Property Management Office.

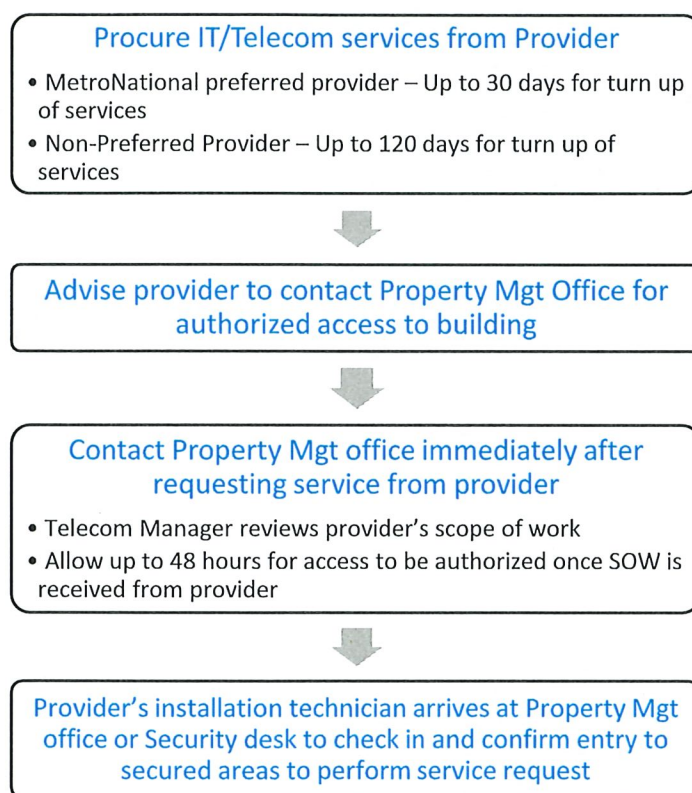
ANY MOVERS WHO DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.



Information Technology/Telecommunications Service Request Process

We understand that today's businesses rely heavily on secure, quick and constant access to information and technology. Therefore, we've outlined the process for you to quickly obtain information/telecommunications service for your new office.

New IT/telecom services to your office can take up to 120 days to complete. We highly advise procuring these services from our list of Preferred Providers who are already active in your building (see list attached) so that your services can be connected quickly. Non-preferred providers can take up to 120 days to provide service.



Having recognized a growing need for tenant data security in our buildings, we have enlisted a Telecom Manager that will review and approve your telecom provider's (AT&T, Comcast, Logix, etc.) installations and repairs in our IDFs*. The Telecom Manager will be approving the Scope of Work plans from your providers as well as their technician's entry into the IDFs.

<http://www.mcplazas.com/tenant-handbook/telecommunications/telecommunications/>

Please contact the Property Management office for any assistance in this process.

*IDF - Independent Distribution Facility: Our IDFs are on various floors which house connections to provider networks. The network drops on each floor for each tenant connect to the IDFs in our buildings. This is where every tenant connects their networking equipment and feeds it back to your data center.

** This 48 hour requirement does not apply to emergency repairs but please notify Property Management as usual.

Memorial City Plazas

TENANT CONTACT INFORMATION

Company: _____

Physical Address: _____

Main Telephone: _____

Type of Business (e.g., oil field, consulting, etc.): _____

Tenant Authorized Person: (Authorized to approve access cards, parking, fitness center waivers, billable work orders and receive memorandums)

Name: _____ Title: _____

Telephone: _____

E-mail address: _____

Tenant Coordinators (2): (Submits hot/cold HVAC requests and other misc. work orders via Rise)

Name: _____ Title: _____

Telephone: _____

E-mail address: _____

Name: _____ Title: _____

Telephone: _____

E-mail address: _____

Tenant Accounting Contact:

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail address: _____

Tenant Emergency Contacts:

Please list **AT LEAST** three (3) people with your company we can contact in case of a building emergency during and after business hours.

Name	Mobile Telephone	Email Address
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1.	_____	_____
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2.	_____	_____
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3.	_____	_____
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Tenant Recycling Champion:

Name: _____ Title: _____

Telephone: _____

E-mail address: _____

Please email the form to tamara.waobikeze@mcityoffice.com.



Memorial City Plaza

ACCESS CARD APPLICATION

Please allow up to 2 business days for access card requests

Company Name: _____ Suite: _____

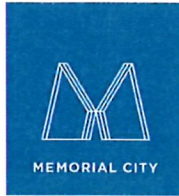
Main Phone #: _____

Employee Name: _____

Employee Email: _____

For Office Use Only

Access Card #: _____



Memorial City Plaza

PARKING APPLICATION

Please allow up to 2 business days for parking tag requests

Company Name: _____ Suite: _____

Main Phone #: _____

Employee Name: _____

Vehicle Information

Vehicle #1

Vehicle #2

Plate #: _____

Make: _____

For Office Use Only

Vehicle #1 Tag: _____

Vehicle #2 Tag: _____

Memorial City Plazas

TENANT SIGNAGE REQUEST

Date: _____

Company: _____

Address/Suite: _____

Lobby Electronic Directory Signage:

Please print or type the Company name(s) and suite number to be added to the lobby electronic directory.

Corridor Signage:

Please print or type the Company name(s) and suite number to be added to the corridor signage.

Approval Signature

Date

Please drop off or email this form to the Property Management Office



Fitness Center Agreement

This Fitness Center Agreement (this "Agreement") is between the undersigned (the "User") and Memorial City Towers, Ltd. (the "Owner"). Owner operates a fitness center (the "Center") located on the first floor of 800 Gessner, which Center the User desires to use.

NOW THEREFORE, in consideration of Owner allowing the User to utilize the Center and the mutual covenants contained herein, User and Owner agree as follows:

- a) **QUALIFIED TENANT USE.** For purposes of this agreement, a "qualified tenant" shall mean an individual:
(a) who is a tenant in Memorial City Plaza I (800 Gessner), Memorial City Plaza II (820 Gessner), or Memorial City Plaza III (840 Gessner) (which only includes properties owned by MetroNational or one of its subsidiaries) or who is an employee of a tenant in Memorial City Plaza I (800 Gessner), Memorial City Plaza II (820 Gessner), or Memorial City Plaza III (840 Gessner) who primarily performs his or her employment duties in Memorial City Plaza I (800 Gessner), Memorial City Plaza II (820 Gessner), or Memorial City Plaza III (840 Gessner); and (b) who has executed this Agreement. User understands that the Center is only available to User as long as User is a qualified tenant. User warrants and represents that he or she is a qualified tenant. User will notify Owner of any changes in employment or their status as a qualified Tenant. Upon termination of employment or no longer working in the above locations, the User will have the use of the Center terminated immediately (and without notice.)
- b) **SUSPENSION/TERMINATION OF CENTER USE BY OWNER.** Owner has the right to suspend and/or terminate use of the Center due to breach of this agreement, Center policies or rules, or for behavior inimical to the enjoyment of the Center by other members and staff as determined in the sole discretion of Owner. Additionally, Owner may terminate use of the Center immediately (and without notice) for any or no reason at all.
- c) **CARDS.** The access card (the "Card") previously issued to enable the User to gain entry to the building where User is employed - Memorial City Plaza I (800 Gessner), Memorial City Plaza II (820 Gessner), or Memorial City Plaza III (840 Gessner) - will be programmed to permit access to the Center for User's personal use. User specifically agrees not to allow such access by guests or otherwise invite or encourage the use of the Center by any unauthorized person. User agrees not to duplicate the Card. User will notify Owner if the Card is lost or stolen. Upon any suspension or termination, the Card will be reprogrammed to deny access to the Center.
- d) **INFORMED CONSENT, WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS.** User understands that any exercise, including without limitation, testing, aerobic exercise, cycling, group exercise classes, strength training, and stretching may create physical stress resulting in harmful effects, which may include, but are not limited to, bone, joint, tendon, ligament and muscle injuries, abnormal blood pressure, shortness of breath, fainting, heart attack or death. User represents that it has been advised by a licensed physician of User's own choosing that the exercise User will undertake at the Center is with such physician's approval and User takes all responsibility to consult with a physician as may be necessary or appropriate prior to utilizing the Center or changing User's activities in the Center, to remain under medical supervision if appropriate and to seek medical assistance from a qualified physician in the event of any injury. User accepts all responsibility for User's health and any resultant injury, mishap or death, and **User, acting for itself, its heirs, executors, administrators, legal representatives, successors and assigns, does hereby WAIVE, RELEASE and forever DISCHARGE, and expressly agrees to INDEMNIFY and HOLD**

HARMLESS Owner and their affiliates, agents, owners, employees and independent contractors from any claims, losses, demands, causes of action (including, without limitation, attorneys' fees), whether known or unknown, which arise or may arise out of or in connection with User's use of the Center EVEN IF ANY OF SUCH PARTIES ARE NEGLIGENT IN CONNECTION THEREWITH. Personnel at the Center are under no duty to provide medical assistance and User hereby WAIVES, RELEASES and forever DISCHARGES Owner and their affiliates, agents, owners, employees and independent contractors from any such duty and/or any injuries and/or any claims, losses, demands, causes of action (including, without limitation, attorneys' fees), whether known or unknown which arise in connection therewith, EVEN IF ANY OF SUCH PARTIES ARE NEGLIGENT IN CONNECTION THEREWITH.

- e) **RULES.** User agrees to comply with and be bound by any rules and regulations adopted by Owner regarding the use of the Center, which rules and regulations may be modified from time to time at Owner's sole discretion.
- f) **EQUIPMENT USE.** Prior to utilizing any fitness equipment located therein (the "Equipment"), User agrees to inspect such Equipment to determine whether it is in proper and safe working order. Prior to utilizing any Equipment, User shall familiarize itself with the proper use of any Equipment and refrain from using any Equipment in an improper manner. The User agrees to notify Owner if, in User's opinion, any Equipment is not in proper and safe working order and refrain from use of said Equipment until it has been repaired.
- g) **PERSONAL PROPERTY RESPONSIBILITY.** Any personal property brought into the Center by the User or left in User's vehicle while at the Center shall be at his or her sole risk. User agrees that neither Owner nor any of their affiliates, agents or employees shall be responsible for any loss, theft or damage of such property, or User's vehicle, and User hereby **WAIVES, RELEASES and forever DISCHARGES Owner and their affiliates, agents, owners, employees and independent contractors from any and all claims, losses and damages as a result of any such loss, theft or damage, EVEN IF ANY OF SUCH PARTIES ARE NEGLIGENT IN CONNECTION THEREWITH.**
- h) **REVOCATION.** The license granted to the User by this Agreement is revocable or terminable by Owner at Owner's sole discretion. Upon such revocation or termination, the Card will be reprogrammed to deny access to the Center.
- i) **ASSIGNMENT.** This Agreement may be assigned by Owner without the consent of the User. User may not assign this Agreement.
- j) **MISCELLANEOUS.** This Agreement shall be construed under the laws of the State of Texas and shall not be construed as a lease or other rental agreement. In the event any provision of this Agreement shall be declared illegal, invalid or unenforceable under present or future laws, then the remainder of this Agreement shall not be affected thereby and in lieu of such clause or provision, there shall be added as part of this Agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable. The article and section headings of this Agreement are for convenience only and in no way limit or enlarge its scope or meaning. All releases, waivers, indemnities and other similar obligations or limitations on rights of either party hereunder which of their nature extend beyond the expiration or earlier termination of this Agreement shall survive such expiration or earlier termination of this Agreement. This Agreement may not be altered, changed, amended or modified except by an instrument in writing signed by Owner and User, and no act or omission by any employee or agent of Owner shall alter, change or modify any of the provisions hereof.
- k) **CLOSURES.** From time to time, the Center may partially or fully close and be unavailable for use for reasons including, but not limited to, renovation, repair, special events, or holidays. Hours of operation will be displayed in the Facility and may be modified from time to time.
- l) **OWNER'S ADDRESS.** Owner's address for notices hereunder is Memorial City Towers, Ltd., 820 Gessner, Suite 200, Houston, Texas 77024. Notices shall only be effective when actually received by Owner at such address.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ THE ABOVE AGREEMENT, UNDERSTAND ITS PROVISIONS, INCLUDING THE WAIVERS, RELEASES AND INDEMNITIES CONTAINED HEREIN, AND ACKNOWLEDGE THAT I HAVE VOLUNTARILY AGREED TO ITS PROVISIONS.

Executed the _____ day of _____, 20____.

ACCESS CARD NUMBER

USER SIGNATURE

EMAIL ADDRESS

USER NAME (PRINT)

USER EMPLOYER (PRINT)



Own the office with our tenant experience app, MCity Work.

Your intuitive experience awaits.
Sign up now.

Step 1

Scan the QR code below to download the app, and turn on notifications for the best experience.

Step 2

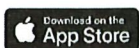
Open the MCity Work app, and follow the instructions to create a new account.

Step 3

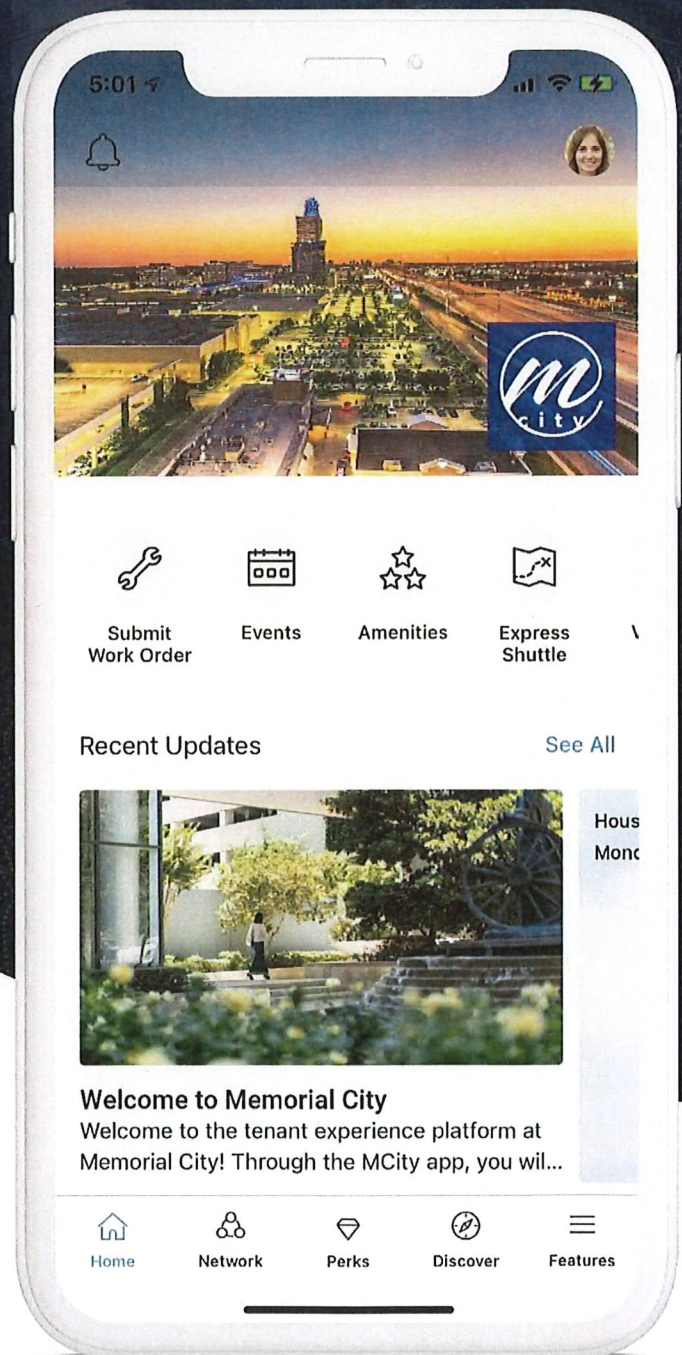
You will receive an email prompting you to log in to start enjoying the MCity Work app!



SCAN TO DOWNLOAD



- Amenity Reservations
- Perks
- Events
- Management Updates
- Work Orders
- And more!





JANITORIAL SERVICES STARTUP TENANT QUESTIONNAIRE

BUSINESS NAME

CONTACT NAME

SUITE NUMBER

Office Security

Are there any offices within your suite that have limited access or need a special key?
(Yes or No) Please explain.

Do you have an alarm in your suite?
(Yes or No) Please explain.

How would you like us to handle interior doors? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Leave all interior doors open | <input type="checkbox"/> Close and lock all interior doors that have locks |
| <input type="checkbox"/> Close all interior doors only | <input type="checkbox"/> Leave doors as they are found |

General Office Information

Are there any special cleaning requirements in any offices? (Yes or No) Please explain.

Are there any special cleaning requirements in the kitchens or coffee bars (i.e., microwave or refrigerator cleaning – provided at additional cost)? Please explain.

Are there any hidden trash cans in offices, breakrooms, kitchens, coffee bars, copy rooms, etc.? (Yes or No) Please explain.

Are there any special furniture or fixtures that you wish not to be disturbed by cleaning or that require special treatment? (Yes or No) Please identify and explain.

Can we work around late workers? (Yes or No) Please explain.