

## MOVE-IN REQUIREMENTS

- **INSURANCE**

See enclosed COI requirements for tenants/vendors. Both tenant and/or outside contractors must provide COI to Landlord before move-in date (i.e. movers or furniture deliveries, internet providers).

- **LOBBY DIRECTORY LISTING**

Tenant requested to provide exact wording for directory listing (company name and/or individual names).

- **SIGNAGE**

See enclosed template for suite signage. Tenant must complete with exact wording. **All company logos must be submitted electronically to Management Office for approval.**

- **KEYS/ACCESS CARDS**

Tenant requested to provide number of keys needed and names for access cards to be issued under. One access card form required per individual.

- **TENANT CONTACT INFORMATION**

Tenant requested to complete and return enclosed form to Management Office as soon as possible in order to expedite accounting setup.

- **RESERVED PARKING CONTRACT**

Conditional upon terms of lease agreement and upon availability of reserved spaces in parking garage.

Please forward all required information to the following:

MSG Management  
13750 San Pedro, Suite B10  
San Antonio, Texas 78232  
Phone (210)490-7272  
Fax(210)490-7725  
[egeckler@msgmanagement.com](mailto:egeckler@msgmanagement.com) or  
[mlilyva@msgmanagement.com](mailto:mlilyva@msgmanagement.com)