

## 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).
- **SIGNAGE**  
See enclosed template for suite signage.  
Tenant must complete with exact wording.
- **KEYS/Access Cards**  
Tenant requested to provide number of keys and names to be issued under. Specify the number of access cards that need to be included.
- **LOBBY DIRECTORY LISTING**  
Tenant requested to provide exact wording for directory listing (company name and/or individual names).
- **TENANT CONTACT INFORMATION**  
Tenant requested to complete and return enclosed form to Management Office as soon as possible in order to expedite accounting setup.

Please forward all required information to the following:

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