

***Crown Corporate Center  
2860 Gateway Oaks Dr.***

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**TENANT MOVE-IN / MOVE-OUT INSTRUCTIONS**

Prior to your move, please make the following arrangements:

- (1) All moves must take place outside of normal business hours (Monday through Friday, before 8:00 am or after 6:00 pm, or anytime on Saturdays and Sundays). Please contact the Management Office prior to your move to schedule your move time.
- (2) We must have a Certificate of Insurance on file from your mover, which provides the following information:
  - General Liability of at least \$2,000,000
  - Workers Compensation coverage
  - Commercial Automobile coverage
  - The Certificate must include a separate, Additional Insured Endorsement, naming RAR2 Gateway Oaks, Inc., RREEF America, LLC and CBRE, Inc. and all related interests as an additional insured

The Certificate of Insurance and Endorsement may either be faxed to (916) 446-8741 or emailed to [peter.mccallister@cbre.com](mailto:peter.mccallister@cbre.com)

- (3) All building flooring must be protected.
- (4) The elevator cabs must be protected, to include flooring, walls, and corners outside of the elevator cab doors.
- (5) All trash, cardboard, tape, etc. must be completely removed from the premises upon completion of the move.
- (6) You will be billed for any service calls required as a result of doors being held open, propped open, elevators being overloaded, or any other cause associated with your move.

Should you have any questions regarding these requirements, please contact Angela Pullano immediately at (916) 446-8259.

Tenant Received and Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Attachment 9  
Shipping Instructions

Below are the shipping instructions for the 3DCA and the 3DCA Mediation Center.

3DCA SHIPPING INSTRUCTIONS

<b>Address:</b>	
Court of Appeal, Third Appellate District 914 Capitol Mall Sacramento, CA 95814-4719 Attn: Ana Cavazos	
<b>Instructions:</b>	
<ul style="list-style-type: none"><li>• Inside Delivery</li><li>• At a minimum, provide at least one day's notice to inform the recipient of the delivery.</li><li>• Loading dock is located in the rear of the building with the entrance on "N" Street.</li><li>• Use the intercom button at the loading dock to contact court personnel</li><li>• Court security or mailroom staff will meet vendors in loading dock area to escort them to the proper delivery destination.</li><li>• Pallet jack or hand truck will be needed to move items from loading dock to the elevator.</li></ul>	

3DCA Mediation Center-Sacramento

<b>Address:</b>	
Appellate Mediation Program 2890 Gateway Oaks Drive, Suite 210 Sacramento, California 95833 Attn: Rene Ackerman/Reggie Rios	
<b>Instructions:</b>	
<ul style="list-style-type: none"><li>• No loading dock</li><li>• No freight elevators available</li><li>• Delivery hours: Monday- Friday 8:00 a.m. – 5:00 p.m.</li><li>• Inside Delivery</li><li>• No pallets allowed inside building or elevators</li></ul>	