

## Quarry Heights Move-In Checklist

The following list should be considered as you prepare to move:

- Coordinate move with Property Management Team (PM Team can offer preferred movers for these Premises)
- If elevator is required, coordinate with PM Team
- PM Team will need to know how many keys and access cards will be needed along with names for access cards
- Discuss signage requirements with PM Team
- Provide Certificate of Insurance to Property Manager as required by Lease
- Coordinate mailbox location and keys with Property Manager
- Coordinate phone and data install with your service provider

Property Management Office Contact Information:

Worth & Associates  
7373 Broadway, Suite 201  
San Antonio, TX 78209  
210.822.5220

Cindy Reyes, Property Manager  
Jennifer Rosario, Assistant Property Manager  
Roger Orozco, Building Engineer