



MEMO

To: Board of Zoning Adjustment

From: 2222 Q Street Owner LLC

Date: July 15, 2026

Re: BZA #21453 – 2222 Q Street NW – Move-in/Move-Out Management Plan

Move-in/Move-Out Management Plan

- Proactive Management and Coordination. The Applicant schedules all tenant move-ins/move-outs and coordinates directly with tenants leading up to moving days to ensure smooth and successful moves and minimize disruption to other building residents and surrounding neighbors. The Applicant owns over 30 buildings in Washington, DC, and others throughout the DMV area, and has extensive experience working with tenants to facilitate successful move-ins/move-outs within an urban context.
- Scheduling. Move-ins/move-outs are scheduled to ensure no direct conflicts between movers and to maintain the smooth functioning of regular traffic patterns and vehicular and pedestrian activity across the duration of scheduled moves. Property management works regularly with moving tenants pre-, post- and during moves to preemptively problem-solve, provide effective oversight, and resolve any issues that may arise, and to apply site-specific learnings to future moves and continually improve standard practices.
- Procedures. The Applicant provides detailed information to prospective tenants regarding move-in procedures beginning during leasing tours and continuing up to moving days. This includes providing comprehensive information and instructions to facilitate timely posting of required temporary “No Parking” signs obtained through DDOT TOPS to reserve sufficient parking space for moving trucks directly in front of the building ahead of moving days in order to effectively minimize disruption to parking and traffic flow during moves. Likewise, for move-outs, the Applicant provides information and directions and coordinates directly with vacating tenants beginning as soon as a tenant gives notice of lease termination and leading up to moving day.
- Support. A representative of the Applicant’s property management staff is available at all times during move-ins/move-outs to help facilitate a smooth move as needed, assist with troubleshooting, and address any issues that may arise during the course of the move. Any concerns raised by tenants, movers, or nearby neighbors or residents are addressed promptly by property management staff, including any necessary follow-up.