

MOVING ARRANGEMENTS

Please coordinate all moving arrangements with the building management. Such pre-arrangement will enable us to respond effectively to any special request or needs you may have during your move. Please fill out the form below indicating who your moving company is, the contact person and their phone number. Your moving company will be required to provide to property management evidence (certificate of insurance) of coverage as follows: Comprehensive General Liability - \$1,000,000; Automobile Liability - \$1,000,000; and Workers Compensation - \$1,000,000.

Tenants are responsible for removal of their own large trash items (i.e. moving boxes, furniture crates, and heavy packing materials). If your furniture delivery people are unable or unwilling to remove these items for you, please notify the management office and we will make arrangements with our janitorial service. Depending on the volume and/or size of the trash to be removed, there may be an extra charge associated with the removal. The tenant will be invoiced accordingly.

Any damage to the building resulting from movement of items to or from a Tenant's leased space will be repaired at the expense of the tenant.

Air conditioning/heating will be provided free of charge during your move-in. Please indicate below the hours you would like this service during the move process.

Tenant/Company Name: _____ Suite #: _____

Moving Company: _____

Contact Name: _____

Phone Number: _____

Air conditioning will be needed during the moving process as follows: _____

