



MOVING INFORMATION FORM

The Management Office requests that you engage a reputable moving company. Please provide us with your sales representative's name and company address and Certificate of Insurance evidencing a minimum of \$1,000,000 General Liability and Auto Liability with Statutory Workmen's Compensation Insurance. A sample certificate may be obtained from the Management Office. It may be helpful to provide the moving company with a copy of these guidelines. Please note the following when scheduling your move.

We require that someone from your company oversee the movers at all times and that proper protection devices be used to prevent damage to the building walls, floors, elevators, etc.

Moving in and out of the building is permitted before 8:00am or after 6:00 p.m., Monday through Friday or anytime on Saturday and Sunday. All moves must be scheduled with the Management Office.

All moves as mentioned above will be coordinated with and approved by the Management Office at (281) 597.1212

The janitorial crew is not equipped to handle the volume of trash created during a move. Therefore, please make arrangements to break down your own moving boxes and have your moving company return to the building to remove them from the premises. Most boxes are reusable and most moving companies are happy to get them back.

TENANT NAME: _____

CONTACT & PHONE NUMBER: _____

BUILDING: _____ SUITE _____

MOVE-IN DATE: _____

MOVE-OUT DATE: _____

ANTICIPATED MOVE-IN/OUT TIME: _____

MOVING COMPANY: _____

CONTACT & PHONE NUMBER: _____

AFTER HOURS HVAC REQUESTED: _____



MOVE IN AND DELIVERY GUIDELINES

The key to a successful, hassle-free move is frequent and effective communication and coordination between the Customer, the Customer's moving company and the Management Office. In order to achieve this goal, the following guidelines and policies have been established:

1. SCHEDULING OF MOVE
Moves must be scheduled in advance with the Management Office to take place during Move Hours.
2. MOVE HOURS
Monday - Friday 5:00 p.m. to 6:00 a.m. and or approved hours by Management Office
Saturday – Sunday All day
3. NOTICE OF DELIVERIES
We request that you provide the Management Office with 24-hour notice of any additional deliveries expected after you have completed your move.
4. FURNITURE DELIVERIES
Movers are required to adhere to the following rules and guidelines. If these guidelines are not followed, the moving company will be asked to leave the premises and discontinue the move.
5. INSURANCE
Any companies using the loading area to make deliveries and/or pick up items from your place of business are required to meet all insurance requirements. Sample is attached.

MOVING COMPANY GUIDELINES

1. The moving company must establish a firm arrival time with the tenant to forward to the Management Office and provide the name and phone number of a contact person knowledgeable about your move.
2. A "moving route" must be established prior to the move.
3. Employees of the moving company will not be permitted access to any part of the building other than the predetermined "moving route".
4. All walls, door facings, elevator cabs and other areas along the "moving route" will be inspected by the Management Office and moving company personnel before and after the move. It is the responsibility of the moving company to note any and all existing damages or defects.
5. The moving company must provide and install protective coverings on all walls, door facings, and other areas along the "moving route". Management company will install padding for the elevator cabs upon request. After completion of the move, the moving company will be held responsible for the repair of any damage caused during the move.



6. Clean Masonite sections are required as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. Masonite sections should be at least 1/4" thick. 4' x 8' sheets are required in the lobby area and corridors; 32" sheets are required in suite doorways.
7. Clean plywood sections are required when moving over "sensitive" floors (i.e., stone or tile floors).
8. Repair costs for any damage to the building or its fixtures caused by the move are the responsibility of the moving company.
9. The building can accommodate moderate amounts of trash that may accumulate during your move. Please clearly label all trash and place in clear view for night pick-up. If you need minor assistance with trash removal during the day, please call 281.597.1212 and a porter will be dispatched. If you anticipate accumulation of large amounts of trash, please make special arrangements for removal with the Management Office.
10. Please make arrangements with the Management Office for use of the elevators and padding. A firm arrival time will be established. Please note that the pads will already be installed should construction still occurring.
11. Move-ins of furniture, equipment or large quantities of supplies must take have prior consent from the Management Office.
12. In buildings where available, customers and their moving companies must use the service corridor. Deliveries will not be permitted through the lobby entrances unless prior written consent has been obtained from the Management Office.
13. Employees of the moving company are to be uniformed at all times.