



**FURNITURE/EQUIPMENT MOVING  
REQUEST & FREIGHT ELEVATOR  
RESERVATION**

TENANT NAME: \_\_\_\_\_ SUITE # \_\_\_\_\_

NAME OF MOVING COMPANY: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_ PHONE # \_\_\_\_\_

TYPE OF MOVE:  Furniture  Office Equipment  Boxes Other (specify) \_\_\_\_\_

DATE MOVE SCHEDULED \_\_\_\_\_ IN or OUT of building move? \_\_\_\_\_

TIME OF MOVE IS SCHEDULED:

BEGINNING: \_\_\_\_\_  AM or  PM ENDING: \_\_\_\_\_  AM or  PM

FORWARDING ADDRESS AND CONTACT NUMBER (If applicable): \_\_\_\_\_

**Please note that all heavy or multiple furniture/equipment moving must be after 5:00 P.M. Monday-Friday, or anytime on Saturday and Sunday.**

Use of freight elevator Monday-Friday will result in sharing the freight elevator with the janitorial service. The janitorial service uses the freight elevator Monday-Friday from 5:00 P.M. –11:00 P.M.; and they have preferential rights to the elevators. The moving company must provide masonite to protect the corridor carpeting and cardboard to protect the corridor walls.

Attach a copy of the moving company’s Certificate of Insurance to this form. The Certificate of Insurance **must** list GUIC, Post Oak, Ltd., C/O Tanglewood Property Group as the additional insured and the certificate holder.

**CERTIFICATE OF INSURANCE IS ATTACHED:** \_\_\_\_\_ (Expiration Date)

The freight elevator will not be available for you to use until we receive a current Certificate of Insurance.

The freight elevator is reserved on first-come, first first-served basis. Therefore, please return this form as soon as possible to reserve the freight elevator.

\_\_\_\_\_  
Tenant Authorization (*Print Name*) Signature Date

\_\_\_\_\_  
TPMC/Landlord’s Representative Date

**PLEASE RETURN THIS FORM TO:**  
Management Office  
5444 Westheimer, Suite 1500, Houston, Texas 77056  
Phone: (713) 877-1245 Fax: (713) 877-8638