

**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 Center, Ltd., San Felipe Tower, Inc., 5599 San Felipe, Ltd., Tanglewood Property Management Company and Franklin Post Oak, Ltd. 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 (<i>Print Name</i>)	Signature	Date
TPMC/Landlord’s Representative	Date	

PLEASE RETURN THIS FORM TO:

Management Office
5599 San Felipe St., Suite106 ♦ Houston, Texas 77056
Email: admin5599@tanglewoodproperty.com
Phone: (713) 621-1300 Fax: (713) 621-0218