

Moving Policies and Procedures

Please complete and return this form to
carolyn@brennanproperties.com.

Tenant Name: _____ **Building/Suite #:** _____

Moving Company Name: _____ **Move Date:** _____

Please take a moment to review the policies and procedures currently in effect for moving furniture or equipment into, out of or within your building. Please complete a separate form for each company/vendor if there will be more than one.

As a tenant of this building, it is your responsibility to review these procedures with your mover and to obtain a signature from an appropriate representative of the moving/delivery company below. The Property Management Office must be notified of the scheduled date and a signed copy of this form should be returned to the Property Management Office prior to the move.

MOVERS WHO DO NOT ADHERE TO THE FOLLOWING PROCEDURES MAY NOT BE PERMITTED TO ENTER THE PREMISES AND/OR MAY BE REQUIRED TO DISCONTINUE THE MOVE.

- **Large deliveries of furniture, equipment or supplies must be performed during non-business hours. There are no time restrictions on weekends or holidays.**
- Movers will provide and install ¼ inch thick Masonite sections to be used as runners for all finished floor areas on the path of travel. Special care of the main lobby marble flooring must be taken. It is recommended that 4-foot by 8-foot wide sheets be used in the elevator lobbies and corridors, and 32-inch wide sheets be used at door openings and in the tenant area. All sections of the Masonite should be taped to prevent sliding.
- Movers will provide and install protective coverings for all walls, door facings, and other areas on the path of travel. It is recommended that these areas be inspected prior to the move to note any deficiencies.
- Property Management will hang elevator blankets prior to the move.
- The mover's path of travel will be limited to those corridors, stairwells and elevators designated by the Property Management Office.
- Any damage to the building or fixtures caused by the move will be repaired by the Property Management Office and the cost of such repairs shall be billed to the tenant.
- The use of power equipment, power tools, hammers, etc. are prohibited during business hours. These items can be used for moving, disassembling, and building during non-business hours, weekends, or holiday.
- Prior to leaving the building, the moving company will be required to remove all boxes, trash and protection materials used in connection with the move. Any trash should be disposed of offsite. Any moving materials left behind will be disposed of and charges for such disposal will be billed to the tenant.

The policies and procedures listed above are hereby agreed to and accepted.

Tenant Signature		Mover's Signature	
Title		Title	
Date		Date	
Phone #		Phone #	
Email		Email	