

Moving Policies and Procedures

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

Tenant Name: _____ Building/Suite #: _____

Moving Company Name: _____ Move Date/Time: _____

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. Tenants may be held responsible for any damage or cleaning needed due to tenant hired vendors.

- **All moving, large deliveries of furniture, equipment or supplies must be made during non-business hours- Before 7am or after 6pm Mon-Fri. 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 marble/hard surface flooring on the path of travel. All sections of the Masonite should be taped to prevent sliding.
- 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, and debris removed from path of travel. 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. If you are using a preferred moving vendor, we only require the tenant signature below.

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