



MOVING POLICIES AND PROCEDURES

If possible, please fill out the data below on your computer.

Return the completed, signed and dated form via email to

cottonwood@hines.com.

Tenant Name		Building Name	
Tenant Address		Suite	
Move Date		*****Moving Company	

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 be sure to include the name of your moving company/s.

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 in the space provided 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.

- All moving/delivery companies must provide a Certificate of Insurance, prior to performing the move. Which encompasses evidence of coverage of Commercial General Liability with a combined single limit for bodily injury and property damages of not less than One Million Dollars (\$1,000,000) on an occurrence basis. An umbrella liability of (\$5,000,000) per occurrence combined limit bodily injury and property damage, with an additional insured endorsement as detailed on document titled "Certificate of Insurance Requirements" included with this package.
- We may have a Certificate of Insurance on file for your moving company. Please check with us if obtaining a Certificate of Insurance will be difficult for any reason.
- ***Note Please have your moving companies reference your company name and /or address (including suite number) on the Certificate(s) of Insurance for liability and workers compensation.**
- Additionally, all moving/delivery companies must provide a Certificate of Insurance evidencing worker's compensation insurance.
- 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 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, elevator cabs and other areas on the path of travel. It is recommended that these areas be inspected prior to the move to note any deficiencies.
- 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.
- 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 materials left behind will be disposed of and charges for such disposal will be billed to the tenant.

o Moving can only be done after-hours, 5:00pm – 7:30am, or any time on the weekend.

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

Tenant Rep.		Moving Rep.	
Title		Title	
Signature		Signature	
Date		Date	
Telephone		Telephone	