



Westway Plaza

MOVE REQUEST FORM

This form should be completed for any major move requests at least 48 hours in advance. Please submit this form to the Hines Property Management Office at WestwayPlaza.PM@hines.com. The moving company must have a current certificate of insurance on file prior to their arrival. We reserve the right to refuse entry into the building if the certificate is not on file. The moving company will be responsible for appropriate protection of flooring (both exterior and interior), elevators, walls, etc. and will be held liable for any damage that may occur. Moving hours are Monday through Friday any time after 6:00 PM and all-day Saturday/Sunday.

Company Name

Suite Number

Contact Name

Email Address

Phone Number

Requested Move Date(s)

Move Start Time

Move End Time

Moving Company Name

Contact Name

Email Address

Phone Number

Signature of Authorized Tenant Representative

Print Name

Date



Moving Rules and Regulations

General Information:

IMPORTANT: Please provide 48-hour notification to the Property Management Office when moving bulky materials, office furniture or equipment in or out of the building. All such movement must be pre-arranged with the Property Management Office and a Security Clearance Form provided. All of the following will be subject to Management's approval:

- Time of delivery or movement
- Method of movement
- Routing of movement

Hines nor Ownership shall not be liable for injury or damages to any person or property involved as a result of tenant / subtenant deliveries or move-ins.

Two and four-wheel dollies, carts or other type conveyances (with the exception of baby buggies and wheel chairs) must be transported via the **freight elevator only**. Only packages, cartons or other items that can be carried by hand may be transported on passenger elevators. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) are not to be carried on passenger elevators even when carried by hand.

All dollies and conveyances of materials, supplies or equipment will be entered through the loading dock and transported via the service hallway to the freight elevator.

When moving furniture or equipment, please provide the Property Management Office with a completed Security Clearance Form 48 hours prior to the tentative scheduled event. If it involves the utilization of a professional moving company, then you must also provide Management with a Certificate of Insurance meeting the Landlord's insurance requirements from the moving company. Please contact the management office to request the insurance requirements at WestwayPlaza.PM@Hines.com.

The tenant and/or subtenant will be responsible for ensuring that the building lobby floors (including carpeting, tile, marble and wood) are protected during the move.