

MOVING INFORMATION FORM

WESTCHASE PARK

3600, 3650, & 3700 W. Sam Houston Parkway S.
Houston, Texas 77042

The Management Office requests that you engage a reputable moving company, provide us with your sales representative's name and company address and Certificate of Insurance evidencing a minimum of \$1,000,000 General Liability and Auto Liability with Statutory Workmen's Compensation Insurance. It may be helpful to provide the moving company with a copy of these guidelines. Please note the following when scheduling your move.

We require that someone from your company oversee the movers at all times and that proper protection devices be used to prevent damage to the building walls, floors, elevators, etc.

Moving in and out of the building is permitted after 6:00 p.m., Monday through Friday or anytime on Saturday and Sunday. However, we request that you schedule your move with the Property Manager.

All moves as mentioned above will be coordinated with and approved by the Management Office at (713) 782-1884.

The janitorial crew is not equipped to handle the volume of trash created during a move. Therefore, please make arrangements to break down your own moving boxes and have your moving company return to the building to remove them from the premises. Most boxes are reusable and most moving companies are happy to get them back.

TENANT NAME: _____

CONTACT & PHONE NUMBER: _____

MOVE-IN DATE: _____

MOVE-OUT DATE: _____

ANTICIPATED MOVE-IN/OUT TIME: _____

MOVING COMPANY: _____

CONTACT & PHONE NUMBER: _____

