



9821 Katy Frwy

**FREIGHT ELEVATOR REQUEST**

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

The freight elevator is reserved on a first come, first serve basis. Please call and check the availability of the freight elevator before sending request.

**Requested by:** \_\_\_\_\_

**Dates needed:** \_\_\_\_\_

\_\_\_\_\_  a.m.  p.m. to: \_\_\_\_\_  a.m.  p.m.

**All moves and/or deliveries MUST be scheduled AFTER 6:00 p.m. Monday through Friday\***

**FREIGHT ELEVATOR REQUESTED FOR:**

- Delivery of \_\_\_\_\_
- Move-in \_\_\_\_\_
- Move-out \_\_\_\_\_
- In-house move \_\_\_\_\_

Mover/Delivery Company: \_\_\_\_\_

Mover/Delivery Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\* Moves and/or deliveries must be scheduled with the Property Management Office at least 24 hours prior to usage of freight elevator and a current Certificate of Insurance for the vendor must be on file in the Property Management Office. Unscheduled moves or large deliveries will be turned away!**

**\*Please complete all sections and submit form to your office manager for processing\***