



Return to Marissa Virgadamo at  
[Marissa.Virgadamo@transwestern.com](mailto:Marissa.Virgadamo@transwestern.com) or fax to  
281.475.4638

24 Waterway Avenue, Suite 225  
The Woodlands, TX 77380  
Business Phone: (832) 813.7373  
Business Fax: (281) 475.4638

## **MOVING INFORMATION FORM**

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.

1. 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.
2. 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.
3. All moves as mentioned above will be coordinated with and approved by the Management Office at 832.813.7373.
4. 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.

**Please fill out the information below and return by fax to the Management Office at 281.475.4638.**

**TENANTNAME:** \_\_\_\_\_

**CONTACT&PHONENUMBER:** \_\_\_\_\_

**MOVE-IN DATE:** \_\_\_\_\_

**MOVE-OUT DATE:** \_\_\_\_\_

**ANTICIPATED MOVE-IN/OUT TIME:** \_\_\_\_\_

**MOVING COMPANY:** \_\_\_\_\_

**MOVING COMPANY CONTACT NAME:** \_\_\_\_\_

**MOVING COMPANY PHONE NUMBER:** \_\_\_\_\_

### **For Use By Management Only**

1. Approved by Property Manager: \_\_\_\_\_
2. COI received: \_\_\_\_\_
3. Elevators padded: \_\_\_\_\_
4. Janitorial notified: \_\_\_\_\_
5. Security notified: \_\_\_\_\_