



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

Return to Marissa Virgadamo at
Marissa.Virgadamo@transwestern.com
or fax to 281.475.4638

FREIGHT ELEVATOR REQUEST FORM

Date: _____

Company: _____

The freight elevator is reserved on a first come, first serve basis. Please call the Property Management Office at 832.813.7373 and check the availability of the freight elevator before sending request.

Requested by: _____ **Dates needed:** _____

_____ ☐ a.m. _____ ☐ a.m.
_____ ☐ p.m. to: _____ ☐ p.m.

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

FREIGHT ELEVATOR REQUESTED FOR:

- ☐ Delivery of _____
- ☐ Move-in _____
- ☐ Move-out _____
- ☐ In-house move _____
- ☐ Carpet Clean _____

Mover/Delivery Company: _____

Mover/Delivery Contact: _____

Telephone: _____

*** Deliveries and/or moves must be scheduled with the Property Management Office at least 48 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 drop off this form to the Property Management Office located at 24 Waterway Avenue, Suite 225. ***