

Freight Elevator Request Form

Company Name Building/Suite Date

Moving Date: _____

Time period freight elevator will be needed: _____

Name of Moving Company:

Moving Co. Address:

Phone: _____

Email: _____

The representative for your account is: _____

The freight elevator is reserved on a first request basis, and it is the only elevator to be used in moving. The elevator may be reserved for the following hours:

Weekdays: after 6:00 p.m. – 9:00 p.m.

Weekends and Holidays: 10:00 a.m. – 9:00 p.m.

Please advise the moving company that they will be required to provide evidence of insurance to you and the Management Office. Moving must take place through the loading dock at the service entrance to the building. Tenants are not allowed to move items through the lobby due to potential damage to the premises and inconvenience to other tenants and guests. An inspection will be required before and after you move. You will be responsible for any damage made by the movers. Upon the arrival of your merchandise, call the Management Office at (703) 527-9444 and together complete the pre-move walk through. Upon completion of the move alert the office or the engineer on duty to perform the post-move inspection.

Please inform your moving company that they are required to comply with the moving policies of the building.