

# 9811 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 drop off this form to the Property Management Office located at 9811 Katy Freeway, Suite 250.