



1515/1555 Poydras Buildings
1515 Poydras St., Ste. 105 New Orleans, LA 70112
(P) 504.585.2670

ELEVATOR SCHEDULE AND MOVING COMPANY INFORMATION

Please contact the management office and advise us of your moving itinerary so we can assure the freight elevator will be available for your use. The freight elevator is restricted Monday – Friday from 7:00AM to 5:00PM. Only daily delivery usage of not more than 30minutes is authorized during those hours. **Please plan your move for after 5:00PM on weekdays or anytime during the weekend** when we can reserve the freight elevator for your moving company.

Tenant must have a current Certificate of Insurance on file in the Management Office to have the move approved.

Tenant must also schedule a time allowing Building Management to walk the space both prior to and after the scheduled move.

If you have any questions, please feel free to contact our Tenant Service Representative at 504-585-2670.

ELEVATOR REQUEST FORM

TENANT/SUITE: _____

CONTACT NAME: _____ PHONE NUMBER: _____

DATE NEEDED: _____ TIME NEEDED: _____

REASON: _____

MOVING COMPANY: _____

FORWARDING ADDRESS: _____

I hereby acknowledge that I have read and agree to abide with the above conditions.

Tenant Signature

PLEASE EMAIL OUR TENANT SERVICE REPRESENTATIVE AT: tsrpoydras@am.jll.com