

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 Mon.-Fri. from 7:00am to 5:00pm. for daily delivery usage only. Please plan your move after 5:00pm weekdays or anytime during the weekend when we can reserve the freight elevator for your moving company.

An insurance certificate must be faxed to our office by an authorized insurance provider for any moving or vending company at least two (2) days **PRIOR TO YOUR MOVE.**

The following must be listed a additional insured:

*East Skelly LLC,
Jones Lang LaSalle Americas, Inc.
1515 Poydras Street, Suite 1970
New Orleans, LA 70112*

This policy must have the following minimum coverage to be accepted.:

Workers Compensation:	\$ 500,000
Comprehensive general liability:	\$1,000,000 combined single limit \$1,000,000 annual aggregate
Bodily injury and property damage:	\$1,000,000 combined single limit
Umbrella excess liability:	\$1,000,000 each occurrence
Automobile liability:	\$1,000,000 combined single limit

A meeting between the moving company & a property representative must be set up prior to the move. Please contact the management office to set up this meeting.

If you have any questions, please feel free to call Kendra Couvillion 585-2670.

ELEVATOR REQUEST FORM

COMPANY _____

CONTACT NAME: _____ PHONE NUMBER: _____

DATE NEEDED: _____ TIME NEEDED: _____

REASON: _____

MOVING COMPANY _____

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

Name

PLEASE FAX TO Jones Lang LaSalle: 585-2674.