



1900 West Loop South
Suite 1175
Houston, Texas 77027
Phone: 713.850.9555
Transwestern.com

1900 West Loop South FREIGHT ELEVATOR REQUEST

Address: _____

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 6:00pm Monday through Friday. Unless given prior approval from the Property Manager.**

Freight Elevator Requested For:

Delivery Of _____

Move-in _____

Move-out _____

In-house Move _____

Mover/Delivery Company: _____

Mover/Delivery Contact: _____

Telephone #(s): _____

Moves and/or deliveries must be scheduled with the Property Management Office at least 24-48 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 WILL BE TURNED AWAY.

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE SUITE 1175 OR
1900WLSMGMTTOFC@TRANSWESTERN.COM**