

## Moving Agreement

The following is a list of the rules required for all movers within Waterfront Place.  
Any questions should be directed to the Property Manager at (206) 215-9880.

1. Protective material is required on all sensitive floor surfaces from the entrance to the tenant suite.
2. Door propping is not allowed into any common area hallway. Open doors must have attendees at all times.
3. No items should be left unattended in the common area hallways. Common area hallways shall not be used as staging areas.
4. Any damage to the walls or floors during the move will be noted by Building Management and any repairs will be charged back to the moving company.
5. It is your responsibility to clean the common area hallways of any debris cause or related to the move.
6. Certificate of Liability Insurance will list CTPF Waterfront Place Corporation as **Certificate holder** and Pinnacle, an American Management Services Company as **Additional Insured**. This form must be turned into the Management office prior to work commencing on the property.

This certifies that this moving company has received a copy of the Building Moving Rules and Guidelines and does hereby agree to abide by these at all times while working at Waterfront Place.

Agreed and acknowledged this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Moving Company:

By: \_\_\_\_\_

Title: \_\_\_\_\_