Forty-Eight hours advance written notice is required for all moves. Tenants should contact the Management Office to coordinate the move.  The service elevator will not be granted exclusively to the moving tenant.  All requests are on a first come first serve basis.  You move within the time allotted for your move.

Move-ins/outs must be accomplished after 6:00 p.m., Monday through Friday or during your scheduled time on weekends.

The following rules pertain to moving furniture, equipment, and supplies.

ANY MOVING COMPANY THAT DOES NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE PREMISES OR WILL BE REQUIRED TO DISCONTINUE THE MOVE.

1. Clean Masonite sections will be used as runners on all carpeted floor areas where heavy furniture or equipment is being moved with wheel or skid-type dollies.  All sections of Masonite must be taped to prohibit sliding.

2. The moving company must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be utilized during the move.  These areas will be inspected for damage after the move.

3. Any damage to the building or fixtures caused by the move will be repaired or paid for by the moving company.

4. Only the service elevator will be used for the movement of furniture, equipment, and supplies unless prior written approval to use additional elevators has been granted by the Management Office.

5. Moving of large quantities of furniture, equipment or supplies must be accomplished after 6:00 p.m. on weekdays.  Moving on weekends or holidays will also need to be cleared by the Management Office.

6. The moving company must make arrangements with the Property Management Office within 48 hours of the scheduled move.

7. The moving company will be required to remove all boxes, trash, etc. when leaving the building.  Any materials left behind will be disposed of and charges for this disposal will be sent to the moving company.

8. The moving company must carry insurance including, but not limited to the

following:

A. Workman's compensation in statutory limit for the State of Georgia; bodily injury, personal injury and property damage liability insurance in comprehensive general liability form. In the amount of $1,000,000.  The certificate of insurance must name HSRE-Portman Tech Square LLC, as additional insured on the certificate and the certificate holder is:

HSRE-Portman Tech Square, LLC

                        756 West Peachtree St., NW

                        Suite 225

                        Atlanta, Georgia 30308

An insurance certificate shall be furnished to the Management Office 24 hours prior to moving any items into or out of the building.

B. The moving company must agree to protect, indemnify, and hold the Management Office harmless from and against all claims, demands and causes of action of any kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death, or damage to property in any way resulting from willful or negligent acts or omissions of the moving company, its agents, employees, representatives, or subcontractors.  The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work there related to the move.