



Moving Requirements for Hayden Ferry Lakeside

1. A certificate of Insurance is required from the moving company and any other vendors working in the suite. The certificate must meet Cousins Vendor standards and should be submitted well in advance in order to ensure proper wording.
2. Moving must be done **before 8:00AM** or **after 5:00PM** or on the weekends.
3. An authorized person from the company must be in the suite during the entire move. This person will give access to the vendors for the move.
4. They must use freight elevator.
5. Masonite must be put down between the elevators and the entrance of the space to protect the floor. The moving company is responsible to bring the Masonite.
6. All trash and boxes must be taken off the property by the moving company and disposed of off-site. Unattached fixtures and furniture, which are not part of the lease, must be removed from the space.