

# PERMISSION TO MOVE ITEMS IN OR OUT

*For Traffic Through Freight Elevators and Main Lobbies*

This form must be signed and presented to building staff on duty. Thank you for your cooperation in this matter.

## PERMISSION IS GRANTED AS FOLLOWS

Requesting Tenant

Name of Company

TO MOVE INTO

TO REMOVE PARCELS FROM

TO MOVE OUT OF

Building

Room

Date

Description

*Applicable only to complete move outs.*

Forwarding Address

Telephone (w/area code)

Authorized Signature

Kew Management Corporation

Authorized Signature

Tenant

Operator/Guard on Duty

*After this form is presented, it is to be signed, retained, and turned into the Property Manager.*

