

THE TOWER

MOVING CHECK LIST

Please make sure the following items have been completed prior to the start of your move.

1. Provide the Office of the Building with the following information:

Name of your moving company: _____

Contact name and phone number: _____ (_____) _____

Certificate of Insurance naming the following entities as “Additional Insured:”

- The Tower Burbank Owner, LLC
- M. David Paul Development, LLC
- Worthe Real Estate Group, Inc.

2. Call the Office of the Building to **schedule the freight elevator and loading dock** for the date of your desired move. They will enter your information in a log book, which is available to view by all office personnel, parking and safety officers.
3. Make sure the moving company will **use protective materials** to ensure the carpet and corridor walls do not get damaged in the moving process.
4. Make sure your move is scheduled within the acceptable time frame:
Monday through Friday, 7:00 am to 7:00 pm, or Saturday 8:00 am to 5:00 pm.
5. Keep the Office of the Building updated as to any changes that arise.

For further information, please contact The Office of the Building at (818) 955-7200.