



FLATLEY MANAGEMENT COMPANY, LLC

Braintree Hill Office Park • Braintree, MA 02184 • Tel: 781-848-2003

The following are the procedures/requirements for moving and furniture deliveries at Braintree Hill Office Park.

- Moving and deliveries are permitted between the hours of 6 PM and 7:30 AM, Monday through Friday and any time on weekends.
- All items must be brought into the building at garage or basement level.
- Elevator use is restricted to the padded elevator designated for freight.
- Doors may not be left propped open while unattended.
- Tenant/Mover is required to protect flooring with masonite. Other materials may be considered but must be approved in advance by Flatley Management Company, LLC.
- Tenant will be held responsible for any damage to the property caused by the moving process. Tenant shall be responsible for reporting existing damage along the route of the move to Flatley Management Company, LLC prior to the move.

Moving and delivery schedules must be reviewed and approved by Flatley Management Company, LLC at least 3 business days prior to the move date. Please contact 781-848-2003 to schedule.

The moving or delivery company must provide Flatley Management Company, LLC with a valid, current certificate of insurance at least 3 business days prior to the scheduled move/delivery.

Insurance Coverage Requirements

General Liability	\$2,000,000	Minimum
Auto Liability	\$500,000	Minimum
Workman's Comp	\$500,000	Minimum

CERTIFICATE HOLDER:

Flatley Management Company, LLC
35 Braintree Hill Office Park, Suite 108
Braintree, MA 02184

Certificate must reference the Braintree Hill Office Park Building number and the tenant who will be moving. Please also list the entities below as additionally insured in the description of operations/special provisions section:

Braintree Hill Office Park LLC, Tara Investment Holdings LLC, Flatley Management Company, LLC, and other affiliated entities are named additional insured for all operations of contractor on property owned by additional insured.

Note: An original of both the insurance certificate and this signed form should be forwarded to the address above. A temporary copy may be sent to **Fax # 781-849-4425** or **e-mailed to Apettinelli@flatleyco.com**

Moving Company Name

Tenant Signature