

## One BriarLake Plaza Move-in and Move-outs

- The following items are required in order to conduct a move-in or out of One BriarLake Plaza:
- Moves made Monday through Friday may only be done after 5:30 p.m., moves on Saturday or Sunday are allowed at any time. Contact the Management Office to schedule the day and time of the move.
- All moves will be required to utilize a freight elevator operator.
- The BriarLake Plaza management office must have a current insurance certificate on file for the moving company. We require a minimum general aggregate of \$2,000,000. The certificate holder and additional insured information should be listed as:

### **Certificate Holder:**

One BriarLake Plaza Owner LLC  
ATTN: Property Manager  
2000 W. Sam Houston Pkwy S., Suite 175  
Houston, Texas 77042

### **Additional Insured:**

One BriarLake Plaza Owner LLC (“Landlord”);  
Transwestern Property Company SW GP, LLC dba  
Transwestern (“Manager”)  
Cousins Properties, LP

- The floors and walls of the basement freight area and of the floor the tenant suite is located on must be protected with masonite. **No moves will be allowed if there is no masonite in these areas.**

## Two BriarLake Plaza Move-in and Move-outs

- The following items are required in order to conduct a move-in or out of Two BriarLake Plaza:
- Moves made Monday through Friday may only be done after 5:30 p.m., moves on Saturday or Sunday are allowed at any time. Contact the Management Office to schedule the day and time of the move.
- All moves will be required to utilize a freight elevator operator.
- The BriarLake Plaza management office must have a current insurance certificate on file for the moving company. We require a minimum general aggregate of \$2,000,000. The certificate holder and additional insured information should be listed as:

### **Certificate Holder:**

Two BriarLake Plaza, LP  
ATTN: Property Manager  
2000 W. Sam Houston Pkwy S., Suite 175  
Houston, Texas 77042

### **Additional Insured:**

Two BriarLake Plaza, LP  
Transwestern Property Company SW GP, LLC dba  
Transwestern ("Manager")  
Cousins Properties, LP

- The floors and walls of the basement freight area and of the floor the tenant suite is located on must be protected with masonite. **No moves will be allowed if there is no masonite in these areas.**