

REGENCY PLAZA – 4643 S. Ulster Street, Denver, Colorado 80237

Pertinent Information for Your Move-In

MOVING INSURANCE

When moving into or from Regency Plaza your moving company will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability.

TR Regency Plaza LLC (owner) and Transwestern (Managing Agent) are to be named as additional insured.

Once completed, the insurance information may be faxed to 303-779-3092 or emailed to harriet.stokke@transwestern.net. Please mail the original to:

Transwestern
4643 South Ulster Street
Suite 1210
Denver, Colorado 80237

Management must be contacted and all documentation must be received prior to your move regards to Certificates of Insurance, scheduling elevators, etc.

MOVING RULES

Furniture, Equipment, Large Items: All large items must be moved via freight elevators and on dollies, hand trucks, carts or other devices that are intended for the use of moving such items.

Permitted Moving Times: All moving must be done after hours to ensure a peaceful environment during the work week for all tenants and employees. Moving may be completed **only** before 8:00 a.m. or after 5:00 p.m. on weekdays or all day on the weekends.

The lobby attendant is on-site until 11:30 p.m. Monday through Friday and until 1:00 p.m. on Saturday and Sunday. Should your move last longer than when the lobby attendant is on duty, you will need to make prior arrangements with the Building Management Office to extend their shift. This overtime will be invoiced back to you.

Masonite must be used on all surfaces that may be potentially damaged during the move. Please notify your vendors that masonite is required for all moves.

WITHOUT EXCEPTION, MOVING WILL NOT BE PERMITTED THROUGH THE LOBBY.

FREIGHT ELEVATOR

The building is equipped with one freight elevator. This elevator will be made available for use during your move-in. Please contact the Building Management Office in advance to schedule use of the freight elevator.

The dimensions of the freight elevator are: **80" wide x 65" deep and 9' tall**