



Worthe Real Estate Group

## THE POINTE 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:”

- Catalina Media Development, 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) 333-7000.

