

## **451 D Street Freight Access Authorization Form**

Please review the terms below and initial next to each item before filling out the bottom of the form. If you have any questions about these requirements or freight operations please contact Related Beal Management at 617-737-3462 or [451d@relatedbeal.com](mailto:451d@relatedbeal.com) prior to signing.

### **Terms of Freight Use**

- 1) Individuals granted freight access are responsible for operating the freight in a manner that will not damage the freight or surrounding areas. Individuals confirm that they understand how to operate the freight in a safe manner. \_\_\_\_\_ (initial)
  
- 2) Individuals with freight access cannot allow others to borrow their card. Each card is assigned to a specific user and is to be used by that cardholder only. Misuse of access card could result in access being revoked. \_\_\_\_\_ (initial)
  
- 3) If any access card with freight access is lost, stolen or reassigned to a new individual building management must be notified immediately. \_\_\_\_\_ (initial)
  
- 4) Authorized freight users are not guaranteed use of the freight at any given time. Large scale deliveries or removal of items that will occupy the freight for longer than 20 minutes must be scheduled and approved in advance by Building Management. Landlord reserves the right to halt operations if not scheduled in advance. \_\_\_\_\_ (initial)
  
- 5) All vendors are required to have compliant insurance on file with Building Management in order to load items into and out of the freight. Landlord reserves the right to halt operations if it is found that a compliant Certificate of Insurance is not on file ahead of desired use. \_\_\_\_\_ (initial)

**Company:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Employee or Contractor:** \_\_\_\_\_

**If contractor please indicate anticipated contract end date:** \_\_\_\_\_

**Access Card Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_