

**ATTACHMENT A  
ALTERATION REQUEST / AUTHORIZATION FORM**

The parties below understand the requested project involves the relocation, installation, or moving (moving) of tenant owned/managed property, furniture or equipment which include but not limited to office furniture, office equipment, TVs, wall mounted TV/monitors, pictures and bulletin boards (items). This agreement does not include any personal items of Tenant's employees. The Tenant shall be responsible for the moving of any or all Tenant items. While the preferred method of moving items is for the Tenant to perform the moving itself or contract with a third party, the parties understand the process can impact costs and the scheduling of any work to be performed. DBA agrees to move the items specifically stated in the alteration form upon the following terms and conditions. ***However, none of the work will involve the moving of the following items which includes but not limited to any or all IT related equipment (computers, servers, UPS, etc.), employee personal items and any other items not specifically stated or defined in the Alteration Form and approved in writing by DBA.***

Tenant's signature below signifies that the person signing has the authority to sign below and that Tenant fully understands the above referenced work is being done with or without cost to my agency as previously agreed upon. Tenant agrees the project work does not involve nor contemplate the touching, handling, movement, relocation of any tenant employee personal items and furthermore Tenant agrees that DBA and its employees or agents will not be held responsible for any direct or consequential damage associated with or related to any or all of Tenant employee personal items. Tenant shall ensure any tenant employee personal items shall be moved out of the work area or in any potential harm's way area prior to DBA's commencement of the work. Tenant shall hold DBA harmless of any and all claims that it may have of the forgoing work due to any actions, errors or omissions by DBA, its employees, or agents or all. In addition, under no circumstance shall DBA and its employees or agents or all, be liable for any indirect, direct, special and/or consequential damages associated with this work in any and all kind.

\_\_\_\_\_  
Agency Authorized Representative Signature

\_\_\_\_\_  
DBA Authorized Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date