

MOVE-IN CHECKLIST

This checklist and the attached forms will help with your move. You may find it helpful to keep a copy of each completed form in this handbook.

ACTION ITEM

- Provide contact person to Management
Form submitted _____ by _____
Date *Contact*

- Loading Dock and/or Freight Elevator Reservation Form
Form submitted _____ by _____
Date *Contact*

- Suite Sign Form
Form submitted _____ by _____
Date *Contact*

- Key Request Form
Form submitted _____ by _____
Date *Contact*

- Tenant's and Mover's Certificate of Insurance for Management
Form submitted _____ by _____
Date *Contact*

Please contact the Management Office with any additional questions.

