**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*

Update Building Directory

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.*