

MOVE-IN CHECKLIST

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

ACTION ITEM

D Provide contact person to Property Management

Form submitted _____ by _____

D Loading Dock and/or Freight Elevator Reservation Form

Form submitted _____ by _____

D Directory Strip and Door Letter Form

Form submitted _____ by _____

D Key Request Form

Form submitted _____ by _____

D Tenant's and Mover's Certificate of Insurance for Property Management

Form submitted _____ by _____

