

Move-In Checklist

Date/Completed

1. Schedule pre-move-in meeting(s)
with Tenant representative and contractors. _____
2. Request and order Tenant signage
in accordance with building guidelines. _____
3. Acceptance of space by Tenant _____
4. Provide move-in package to Tenant _____
5. Move-in date
Moving company insurance certificate _____
Schedule freight elevator _____
Inform janitorial contractor _____
6. Obtain lease abstract from leasing department _____
7. Follow-up with accounting
Is Lease information in MRI? _____
Confirm charges are accurate _____
8. Deliver Tenant Manuals/Emergency Plans
Review important items (i.e., elevator usage, OT charges, etc.) _____
9. Present orientation/education for Tenant Fire Safety Team _____
10. Deliver Tenant Information Forms
Fire/Life Safety Information Form _____
Employee Authorization Form _____
Tenant Emergency Contact List _____
Property Pass Authorization List _____
11. Deliver Tenant keys & install signage _____
12. Tenant Insurance Certificate _____
13. Delivery of parking instructions (if applicable) _____
14. Follow-up meeting with Tenant to ensure satisfaction with
move-in. _____
15. File completed tenant move-in checklist in Tenant file. _____
16. EAP Training Date _____

TENANT: _____

SUITE: _____