

Tenant Relocation Check List

To be used as preparation guide during your move.

1. _____ Select move-in date.
2. _____ Hire a union mover and provide him/her with information regarding building procedures and requirements.
3. _____ Obtain name of mover and person to contact.
4. _____ Contact the Management Office with moving information.
5. _____ Send Certificate of Insurance to Management Office.
6. _____ Schedule freight elevator for move.
7. _____ Contact phone company(ies) to install phone system.
8. _____ Provide telephone number of your new suite to Management Office.
9. _____ Request keys for new suite from Management Office.
10. _____ Discuss suite signage information with Management Office. (Please note signage takes four (4) weeks to produce.)
11. _____ Complete Tenant Emergency Contact List.
12. _____ Complete Fire/Life Safety Information Form.
13. _____ Complete Property Pass Authorization List.
14. _____ Complete Directory Board Form.
15. _____ Complete Federal Tax ID W-9 Form.
16. _____ Provide Management Office with name and contact information of Tenant Representative responsible for approval of expenditures and setting of policy relative to your suite.
17. _____ Schedule walk-through inspection of space with General Contractor.
18. _____ Meet with Management Office to discuss outstanding matters throughout the move.