

## Tenant Move-In Checklist

Building \_\_\_\_\_ Floor \_\_\_\_\_ Suite No. \_\_\_\_\_ Sq. Footage \_\_\_\_\_

### Tenant Information

Name \_\_\_\_\_ Contact \_\_\_\_\_

Present Telephone No. \_\_\_\_\_ New Telephone No. \_\_\_\_\_

Present Mailing Address \_\_\_\_\_

\_\_\_\_\_ Anticipated Occupancy Date \_\_\_\_\_

Date		Date	
_____	Lease Abstract (or Transmittal) Received	_____	Follow-up on Advance Letter
_____	Tenant Ledger Card Prepared	_____	Locks:
_____	Construction Schedule Received from Construction Dept.	_____	Exterior (Number: _____) Ordered
_____	Initial Contact with Tenant	_____	Interior (Number: _____) Ordered
_____	Advance Letter/Tenant Manual to Tenant	_____	Mailroom Information Forwarded to Postal Service (Tenant Name, Suite, Box No.)
_____	Advance Letter Information Received from Tenant:	_____	Construction Cleanup Scheduled
_____	Access Cards (Number: _____) Deposit Received	_____	Punch List:
_____	Access Cards Delivered	_____	Compiled
_____	Suite Keys (Number: _____) Ordered	_____	Distributed
_____	Suite Keys Delivered	_____	Completed
_____	Mail Keys (Number: _____) Ordered	_____	Acceptance of Space by Tenant:
_____	Mail Keys Delivered	_____	Form Letter Sent
_____	Parking Allocated (Number of Spaces: _____)	_____	Received
_____	Parking Contracts Issued	_____	Move-in
_____	Moving Company Form Letter Mailed	_____	Rent Begins
_____	Contact with Mover	_____	Final Closeout
_____	Signage Ordered	_____	Per _____
_____	Directory Strips Ordered	_____	_____
_____	Emergency Numbers Received	_____	_____
_____	Emergency Tenant Plans	_____	_____

### Additional Information and Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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