

## Real Estate Services

### MOVE-IN CHECKLIST

TENANT NAME: \_\_\_\_\_

BUILDING/ SUITE: \_\_\_\_\_ SQUARE FEET: \_\_\_\_\_

TENANT CONTACT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT PHONE: \_\_\_\_\_ NEW PHONE: \_\_\_\_\_

MOVE-IN DATE: \_\_\_\_\_

TASK	RESP.	DATE COMPLETED	COMMENTS
<b>ADMINISTRATIVE</b>			
Notify tenant of Electronic TH			
Update Angus			
Update TH distribution			
Update Management book with contact info.			
Send V Card of contact info to staff			
Prepare Commencement Letter			
Final Clean up of suite – if relocating in park			
Set up or update Tenant File			
Bill back for extras: <ul style="list-style-type: none"> <li>• Suite Key</li> <li>• Graphics</li> <li>• Access Cards</li> <li>• Etc.</li> </ul>			
Notify tenant of new utility meter to be put in their name			
Notify Eric w/ MaiCon			
Update Fire Alarm Services			
Rekey current space to R key			
Executed lease to tenant and in file/L drive			
Lobby Order Form			
Suite Sign order form			
Tenant Directory form			
Monument Sign			
Notify Contractors: <ul style="list-style-type: none"> <li>• Cintas</li> <li>• MaiCon</li> <li>• Echelon</li> </ul>			
Management business cards			

Tenant Contact Form			
Tenant Insurance Certificate			
Vendor Insurance Certificate			
Deliver move-in gift			
<b>TASK</b>	<b>RESP.</b>	<b>DATE COMPLETED</b>	<b>COMMENTS</b>
Coupons sent to tenant			
Update Option Schedule			
<b>TENANT IMPROVEMENTS</b>			
Review plans			
Punch list Walk Thru			
TCO/Certificate of Occupancy			
As-Built Plans			
Keying Cylinders			
____ Keys needed			
<b>MISCELLANEOUS</b>			
Inspect Electrical Panel			
Inspect Site			