

TENANT MOVE-IN CHECKLIST

- 1. Have moving company contact the management office about special requirements. Phone: (703) 579-6666.
- 2. Schedule, with the management office, the use of the freight elevator.
- 3. Order door signage.
- 4. Send letter requesting names for the Building Directory.
- 5. Notify post office of change of address.
- 6. Set up rental payments in the payable schedule for payment by the first of each month.
- 7. Inform the management office of the contact person's name and home phone number. Also, provide the management office with three emergency contacts (see page 39) should notification be required for an after hours emergency.
- 8. Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your lease to the management office. (This must be done prior to occupancy of the Premises.)
- 9. Distribute a copy of Rules and Regulations to each employee.