

## **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.     \_\_\_\_\_ Contact ConEdison to transfer electrical service.
9.     \_\_\_\_\_ Provide telephone number of your new suite to Management Office.
10.    \_\_\_\_\_ Request keys for new suite from Management Office.
11.    \_\_\_\_\_ Discuss suite signage information with Management Office. (Please note that signage takes four (4) weeks to produce.)
12.    \_\_\_\_\_ Complete Tenant Emergency Contact List.
13.    \_\_\_\_\_ Complete Fire/Life Safety Information Form.
14.    \_\_\_\_\_ Complete Property Pass Authorization List.
15.    \_\_\_\_\_ Complete Federal Tax ID Form.
16.    \_\_\_\_\_ Provide Management Office with name 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 move.