

## TENANT RELOCATION CHECKLIST

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 Con Edison 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.