



## Tenant Move-In Form

*Please complete this form 2-3 weeks before the move-in date.*

### Tenant Company General Information:

Company Name:	_____
Building:	_____
Floor:	_____
Suite:	_____
Main Number:	_____

### Move-In/Mover Information:

<b>Date and time of Move:</b>	_____
<b>Moving Company Information:</b>	_____
<b>Contact Name overseeing the move in:</b>	_____
<b>Contact Number overseeing the move-in:</b>	_____
<b>Is after-hours HVAC required for the move in:</b>	<input type="checkbox"/>

### Keys:

*Please indicate the number of keys you will require. After the move-in date, all keys requested will be charged \$28.75 for the first key and \$11.50 for all keys after.*

Suite Keys:	_____
Private Office Keys (if Applicable):	_____

### Signage Information

*Please submit all requests for non-building standard signage in writing to the Property Management Office for approval. Please enter the information below exactly how you would like the name to appear on the signage.*

Lobby Directories:	_____
Elevator Lobby (If Different):	_____
Suite Sign (If Different):	_____