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**Tenant Move-In Form** *Please complete this form 2-3 weeks before the move-in date.*

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| **Tenant Company General Information:**  |
| **Company Name:** |  |  |
| **Building:** |  |  |
| **Floor:** |  |  |
| **Suite:** |  |  |
| **Main Number:** |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Move-In/Mover Information:** |  |  |
| **Date and time of Move:** |  |  |
| **Moving Company Information:** |  |  |
| **Contact Name overseeing the move in:** |  |  |
| **Contact Number overseeing the move-in:** |  |  |
| **Is after-hours HVAC required for the move in:**  | [ ]  |  |
|  |  |  |

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| **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)***:** |  |  |
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| **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)***:** |  |  |
|  |  |  |