



MOVE – IN CHECKLIST 333 – 11th Avenue SW

COMPLETE	← Complete & submit form to Building Operator	For office use only →	APPROVED
<input type="checkbox"/>	COMPANY NAME	DATE OF MOVE	<input type="checkbox"/>
<input type="checkbox"/>	MOVE CONTRACTOR	CONTRACTOR CERTIFICATE OF INSURANCE RECIEVED Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BOOK FREIGHT ELEVATOR Date: _____ Time: _____ (YY/MM/DD)		<input type="checkbox"/>
<input type="checkbox"/>	NOTIFY ASPEN OF ALL WORK BEING PERFORMED ON YOUR SPACE AND PROVIDE A CONTRACTOR SCHEDULE (if applicable) Date Submitted: _____ (YY/MM/DD) <small>Note: Refer to Construction Rules and Regulations</small>		<input type="checkbox"/>
<input type="checkbox"/>	MANUALS <input type="checkbox"/> Aspen Tenant Handbook <input type="checkbox"/> Construction Rules & Regulations		<input type="checkbox"/>
<input type="checkbox"/>	COMPLETE & SUBMIT ASPEN TENANT CONTACT FORMS (Attached Form) Date Submitted: _____ (YY/MM/DD)		<input type="checkbox"/>
<input type="checkbox"/>	COMPLETE & SUBMIT ACCESS CARD REQUEST (Attached Form) Date Submitted: _____ (YY/MM/DD)		<input type="checkbox"/>
<input type="checkbox"/>	SCHEDULE A DATE FOR RE-KEYING Date Scheduled: _____ (YY/MM/DD) <small>Note: Two keys are provided at no charge for each mail entry lock.</small>		<input type="checkbox"/>
<input type="checkbox"/>	CONFIRM SECURITY DEPOSIT & MONTHLY RENT PAYMENT <small>Note: Rent due on the first (1st) of every month.</small>		<input type="checkbox"/>
<input type="checkbox"/>	ARRANGE PARKING AS REQUIRED <small>Note: Please contact Impark for current programs and rates at 403•299•7275</small>		<input type="checkbox"/>
<input type="checkbox"/>	NOTIFY ASPEN OF DATE FOR CLEANING SERVICES TO BEGIN Date Requested: _____ (YY/MM/DD)		<input type="checkbox"/>
<input type="checkbox"/>	ARRANGE TENANT INSURANCE AS PRESCRIBED IN YOUR LEASE & FORWARD INSURANCE CERTIFICATE Date Submitted: _____ (YY/MM/DD)		<input type="checkbox"/>

Please Sign upon completion
COMPANY REPRESENTATIVE

X _____

Date _____
(YY/MM/DD)

For office use only
ASPEN PROPERTIES

X _____

Date _____
(YY/MM/DD)