



MOVE – IN CHECKLIST

COMPLETE	Complete & submit form to Building Operator	For office use only	APPROVED
	COMPANY NAME	DATE OF MOVE	
	MOVE CONTRACTOR	CONTRACTOR CERTIFICATE OF INSURANCE RECEIVED Yes No	
	BOOK FREIGHT ELEVATOR - www.goaspen.ca or 310-GoAP DATE _____ TIME: ____:____ (MM/DD/YYYY) Note: Tenant moves must occur outside of regular business hours: Monday to Friday, 6:00 pm -7:30 am, and anytime on weekends. Please also be informed that your moving company will be required to check-in with security upon arrival		
	NOTIFY ASPEN OF ALL WORK BEING PERFORMED ON YOUR SPACE AND PROVIDE A CONTRACTOR SCHEDULE (if applicable) DATE SUBMITTED _____ (MM/DD/YYYY) Note: Refer to Construction Rules and Regulations Manual - www.aspenproperties.ca		
	COMPLEX MANUALS – Visit our website www.aspenproperties.ca to obtain the following Aspen Tenant Handbook Construction Rules & Regulations		
	COMPLETE ASPEN TENANT CONTACT FORM – Online form www.aspenproperties.ca DATE SUBMITTED _____ (MM/DD/YYYY)		
	REQUEST DIRECTORY & SUITE SIGNAGE – Online Form www.aspenproperties.ca DATE SUBMITTED _____ (MM/DD/YYYY) Note: Please allow a minimum of 5 weeks for signage delivery.		
	COMPLETE ACCESS CARD REQUEST– Online form www.aspenproperties.ca DATE SUBMITTED _____ (MM/DD/YYYY) Note: Cost per card \$8.70 each + 15% administration fee and GST		
	CONFIRM SECURITY DEPOSIT & MONTHLY RENT PAYMENT Note: Rent due on the first (1 st) of every month.		
	ARRANGE PARKING AS REQUIRED Note: Please contact Impark for current programs & rates - (780) 420-1976		
	ARRANGE TENANT INSURANCE AS SET IN YOUR LEASE & FORWARD INSURANCE CERTIFICATE – to aspentenantinsurance@marsh.com DATE SUBMITTED _____ (MM/DD/YYYY)		