



## MOVE – IN CHECKLIST

	<b>COMPLETE</b> ← Complete & submit form to Building Operator	For office use only    → <b>APPROVED</b>
<input type="checkbox"/>	<b>COMPANY NAME</b>	<b>DATE OF MOVE</b>
<input type="checkbox"/>	<b>MOVE CONTRACTOR</b>	<b>CONTRACTOR CERTIFICATE OF INSURANCE RECEIVED</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<b>BOOK FREIGHT ELEVATOR</b> DATE _____ TIME _____ : _____ (MM/DD/YYYY)	<input type="checkbox"/>
<input type="checkbox"/>	<b>NOTIFY ASPEN OF ALL WORK BEING PERFORMED ON YOUR SPACE AND PROVIDE A CONTRACTOR SCHEDULE (if applicable)</b> DATE SUBMITTED _____ (MM/DD/YYYY) <small>Note: Refer to Construction Rules and Regulations</small>	<input type="checkbox"/>
<input type="checkbox"/>	<b>MANUALS</b> <input type="checkbox"/> Aspen Tenant Handbook <input type="checkbox"/> Construction Rules & Regulations	<input type="checkbox"/>
<input type="checkbox"/>	<b>COMPLETE &amp; SUBMIT ASPEN TENANT CONTACT FORMS</b> DATE SUBMITTED _____ (MM/DD/YYYY)	<input type="checkbox"/>
<input type="checkbox"/>	<b>REQUEST DIRECTORY &amp; SUITE SIGNAGE</b> DATE SUBMITTED _____ (MM/DD/YYYY) <small>Note: Please allow a minimum of 4 weeks for signage delivery.</small>	<input type="checkbox"/>
<input type="checkbox"/>	<b>SCHEDULE A DATE FOR RE-KEYING</b> DATE SCHEDULED _____ (MM/DD/YYYY)	<input type="checkbox"/>
<input type="checkbox"/>	<b>CONFIRM SECURITY DEPOSIT &amp; MONTHLY RENT PAYMENT</b> <small>Note: Rent due on the first (1<sup>st</sup>) of every month.</small>	<input type="checkbox"/>
<input type="checkbox"/>	<b>ARRANGE PARKING AS REQUIRED</b> <small>Note: Subject to the Lease Agreement</small>	<input type="checkbox"/>
<input type="checkbox"/>	<b>NOTIFY ASPEN OF DATE FOR CLEANING SERVICES TO BEGIN</b> DATE REQUESTED _____ (MM/DD/YYYY)	<input type="checkbox"/>
<input type="checkbox"/>	<b>ARRANGE TENANT INSURANCE AS PRESCRIBED IN YOUR LEASE &amp; FORWARD INSURANCE CERTIFICATE</b> DATE SUBMITTED _____ (MM/DD/YYYY)	<input type="checkbox"/>

**Please Sign upon completion**

COMPANY REPRESENTATIVE

X \_\_\_\_\_

Date \_\_\_\_\_  
(MM/DD/YYYY)

**For office use only**

ASPEN PROPERTIES LTD.

X \_\_\_\_\_

Date \_\_\_\_\_  
(MM/DD/YYYY)