

# MOVE-IN CHECKLIST

**Douglas  
Emmett**



**TENANT:** \_\_\_\_\_ **SUITE #:** \_\_\_\_\_

1. Notify the Office of the Building of your move-in date and reserve freight elevator.

**Date of Move:** \_\_\_\_\_

2. Remit Tenant Insurance Certificate & Endorsements to the Office of the Building.

**Date Submitted:** \_\_\_\_\_

3. Signage Request Forms completed & returned to the Office of the Building.

**Date Submitted:** \_\_\_\_\_

4. Building Access/Air Conditioning & Lighting Authorization Form. **Date Submitted:** \_\_\_\_\_

5. Monthly Parking Agreement completed & returned to the Office of the Building.

**Date Submitted:** \_\_\_\_\_

6. Moving Company Insurance Certificate submitted to the Office of the Building.

**Date Submitted:** \_\_\_\_\_

7. Move-in Guidelines delivered to the moving company. **Date Submitted:** \_\_\_\_\_

8. Coordinate telephone and data installation. **Date Contacted:** \_\_\_\_\_

9. Telephone / data company insurance certificate submitted to Office of the Building.

**Date Submitted:** \_\_\_\_\_

10. Change of address submitted to post office. **Date Submitted:** \_\_\_\_\_

11. Access Card Key Request Form and Key Request Form submitted to the Office of the Building.

**Date Submitted:** \_\_\_\_\_

## MOVE-IN CHECKLIST P. 2

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12. Tenant Contact Form completed & returned to the Office of the Building. **Date Submitted:** \_\_\_\_\_
  
13. Place order for new stationery, business cards, etc. **Date Ordered:** \_\_\_\_\_
  
14. If needed, order after-hours air conditioning from the office of the building.  
**Date Submitted:** \_\_\_\_\_
  
15. Arrange for the disposal of trash with the Office of the Building. An extra charge may be assessed.  
**Date Submitted:** \_\_\_\_\_
  
16. Schedule a Fire / Life / Safety orientation for all your employees with the Office of the Building. You are required by law to complete this within the first 14 days of occupancy. **Date Scheduled:** \_\_\_\_\_
  
17. Print out a copy of the electronic tenant handbook by going to <http://www.1901avenueofthestars.info> . Pertinent building information and copies of forms are available. **Date Printed:** \_\_\_\_\_