

**Tenant Move-In Form**

*Please complete this form 2-3 week prior to the move in date.*

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

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| --- | --- | --- |
| **Move-In/Mover Information:** |  |  |
| **Date and time of Move:** |  |  |
| **Moving Company Information:** |  |  |
| **Contact Name oversee the move in:** |  |  |
| **Contact Number overseeing the move in:** |  |  |
| **Is afterhours HVAC required for the move in:** |  |  |
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| **Keys:**  *Please indicate the number of keys you will require. All keys requested after move in date will be subject to a $5.00 charge. All access cards after move-in date are $12.00.* | | |
| **Suite Keys** |  |  |
| **Private Office Keys** *(if Applicable)* |  |  |
| **Mailbox Keys:** |  |  |
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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 information below exactly how you would like the name to appear on signage.* | | |
| **Main Lobby Directory:** |  |  |
| **Elevator Lobby** *(If Different):* |  |  |
| **Suite Sign** *(If Different):* |  |  |
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