

# Internal Move-in Procedures

Tenant name: \_\_\_\_\_ Building address: \_\_\_\_\_

Suite #: \_\_\_\_\_ MRI ID: \_\_\_\_\_ TI/MEC #: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lease executed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease commencement: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease term: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

		COMPLETE <i>(initials)</i>	DATE	COMMENTS
<b>1 LEASE DOCUMENT</b>	Updated occupancy date	_____	_____	_____
	Security deposit collected	_____	_____	_____
	Insurance certificate on hand	_____	_____	_____
	Coord preconstruction with PM, ENG	_____	_____	_____
		_____	_____	_____
<b>2 DIRECTORY LISTING/SIGNAGE</b>	Temp "Under Construction" signage	_____	_____	_____
	Temporary signage	_____	_____	_____
	Permanent suite ID	_____	_____	_____
	Directory listing / signage	_____	_____	_____
<b>3 BEFORE MOVE-IN ACTIVITIES</b>	Floors stripped/sealed by house cleaning	_____	_____	_____
	Locks/keys ordered	_____	_____	_____
	Keys delivered to tenant	_____	_____	_____
	Mail box assignment	_____	_____	_____
	Mail box keys delivered to tenant	_____	_____	_____
	Public safety notified of move-in	_____	_____	_____
<b>4 COORDINATE MOVE-IN</b>	Complete punchlist	_____	_____	_____
	Physical move	_____	_____	_____
	Update HR Admin. Assistant	_____	_____	_____
	Notify housekeeping service	_____	_____	_____
	Lobby welcome sign	_____	_____	_____
	Obtain certificate of occupancy	_____	_____	_____
<b>5 MOVE-IN</b>	Send rent start letter or TAP	_____	_____	_____
	Welcome gift delivered	_____	_____	_____
	Tenant handbook delivered	_____	_____	_____
	Send lease commencement letter	_____	_____	_____
	Documents to Nashville	_____	_____	_____
	Enter excess TI in batch posting	_____	_____	_____
	Lease entered into MRI	_____	_____	_____
	Rent coupons printed and delivered	_____	_____	_____
<b>6 OTHER</b>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

