



HAMILTON SQUARE
MOVE-IN CHECKLIST

This checklist and the attached move-in forms will help you with your move. You may find it helpful to keep a copy of each completed form for your reference.

1. Contact and Tenant Authorization Forms submitted to Property Management

Forms submitted: _____ by _____
Date Name

2. Loading Dock and/or Freight Elevator Reservation Form

Reservation Sent: _____ by _____
Date Name

3. Directory Strip and Door Letter Form

Form submitted: _____ by _____
Date Name

4. Key Request

Form submitted: _____ by _____
Date Name

5. Monthly Parking Contract Request

Completed: _____ by _____
Date Name

6. Submit Certificate of Insurance for Property Management

Submitted: _____ by _____
Date Name

7. Postal Box Key Request

Notified Post Office on _____
Received ____ keys on _____ by _____
Date Name

8. Submit number of employees to Property Management, so we may assemble emergency prep materials for your employees

Submitted: _____ by _____
Date Name