



**1875 K STREET**  
**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