

## **Tenant Relocation Check List**

To be used as a preparation guide during your move.

### ITEM

- \_\_\_\_\_ Select move-in date.
- \_\_\_\_\_ Hire and provide a union mover with information regarding building procedures and requirements.
- \_\_\_\_\_ Obtain name of mover and person to contact.
- \_\_\_\_\_ Contact the Building Office at 85 Broad Street phone at 1 - (646)738-2300 follow up by sending a letter with the moving information.
- \_\_\_\_\_ Send Certificate of Insurance for moving company to the Building Office.
- \_\_\_\_\_ Schedule freight elevator for move.
- \_\_\_\_\_ Contact phone company(ies) to install phone system.
- \_\_\_\_\_ Provide telephone number of your new suite to the Building Office.
- \_\_\_\_\_ Request keys for new suite from the Building Office. (If applicable)
- \_\_\_\_\_ Discuss suite signage information with Building Office.
- \_\_\_\_\_ Complete Tenant Information Sheet.
- \_\_\_\_\_ Complete Federal Tax ID Form.
- \_\_\_\_\_ Schedule walk-through inspection of space with General Contractor.
- \_\_\_\_\_ Meet with the Building Office to discuss outstanding matters regarding the move.
- \_\_\_\_\_ Submit Material Safety Data Sheets (MSDS).
- \_\_\_\_\_ Notify U.S. Post Office of your new office location.
- \_\_\_\_\_ Discuss pre-move and post-move cleaning with Building Cleaning Contractor.
- \_\_\_\_\_ Schedule after-hours air conditioning and heating.
- \_\_\_\_\_ Provide list of tenant's fire and life safety team.