

## TENANT MOVE-IN CHECKLIST

- 1. Have moving company contact the Building Office about special requirements.  
Phone: 202-223-6041
- 2. Schedule, with the Building Office, the use of the freight elevator.
- 3. Order door signage.
- 4. Send letter requesting names for the Building Directory.
- 5. Notify post office of change of address.
- 6. Set up rental payments in the payable schedule for payment by the first of each month.
- 7. Inform the Building Office of the contact person's name and home phone number.
- 8. Inform insurance agent of change in location and instruct the agent to send a Certificate of Insurance in accordance with your lease to the Building Office.
- 9. Distribute a copy of Rules and Regulations to each employee. (Page 8)
- 10. Obtain occupancy permit from the DCRA and provide a copy to the Building Office.