

Move In Check-List

A. ___ **Move in Date**

B. ___ **Forms:**

- i. Day-to-Day Contacts
- ii. Fire Warden/Special Assistance Personnel
- iii. Tenant Holidays
- iv. Recurring Vendor List
- v. Fitness Center- Free of charge for tenants. Access will be programmed to the building access card upon execution of liability waivers.

C. ___ **Keys**

- i. Keys will be provided from Management Office
 1. Keys to Suite
 2. Mailroom Keys (2 keys per office, \$28 for a replacement)
 3. Access Badge (5 badges free, \$10 for additional keys)
 4. Parking
 - a. Parking is administered and billed by Lanier Parking. Once building cards are issued, Management team will provide those badge numbers to Lanier for parking programming. At that time, I will put you in touch with our account manager so your account can get set

D. ___ **Janitorial Staff:**

- i. We provide night cleaning of the suite Monday through Friday. The building currently participates in a single-stream recycling program for paper, cardboard, and aluminum. Breakroom and restroom trash cans use dark bags/liners; clear liners are for recycling. Janitorial pulls and disposes of all cans nightly.

E. ___ **Certificate of Insurance for Contractors/Vendors**

- i. Send a certificate of insurance to the Management Office for all contractors, and vendors. Access to the building will not be allowed if the certificate is not on file.
- ii. Loading Dock/Freight Elevator is key card access only. If there is a specific employee that you would like to have access, please make Management Office aware. We also provide an option to checkout a badge if access is needed.
- iii. Moving Company
 1. Moving large furniture into a new space will need to be scheduled outside of regular business hours

- 2. Loading dock and freight elevator usage will need to be scheduled with the Management Office
- iv. Contact telecommunications and IT company (ies) to install telephone and data systems.
 - 1. Access Control: Will you be installing access control on the suite?
 - a. If an access control is installed- 6 additional keys will need to be made for the Security, Janitorial Staff, Engineering, and Management Office team
 - b. Provide company name and contact information to the Management Office

F. ___ Suite Signage/Directory

- i. Provide Management Office with your company logo
- ii. Management Office will add your company name/suite # to the lobby directories

G. ___ Rent Payments

- i. Provide address for your Accounts Receivable
- ii. Rent Payment Information (1st page of lease):

1. Rent by Mail:

REEP-IMPIC OFC Prominence Atlanta LLC
 P.O.Box 744900
 Atlanta, Georgia 30374-4900

2. Rent by Wire Transfer:

Account Name	Account Number
REEP-IMPIC OFC Prominence Atlanta, LLC Bank of America, N.A. Account Number	898090096113
ABA No.	026009593

H. ___ Tenant Work Order System (Maintenance Request, Conference Room Reservations)

- i. An email notification has been sent to you, to create your credentials via Angus Anywhere. The link will expire in 24 hours.

I. ___ Meet with the Management Office to discuss outstanding matters throughout move.