

MOVE IN CHECKLIST 1300 MAIN

ACTION ITEMS

- Provide Building Management Office with Contact Person
Form submitted on _____ by _____
Date Contact

- Loading Dock and/or Freight Elevator Reservation Form
Form submitted on _____ by _____
Date Contact

- Building Directory Form
Form submitted on _____ by _____
Date Contact

- Key Request Form
Form submitted on _____ by _____
Date Contact

- Tenant and Mover's Certificate of Insurance for Management
Form submitted on _____ by _____
Date Contact

Please contact the Building Management Office at 713-989-1900 with any questions.

