



Commercial Tenant Move-In Checklist

GENERAL INFORMATION	
LandLord Contact:	
LandLord Email:	
LandLord Cell:	
Space Headcount / Capacity:	

MOVE IN TIMELINE - CRITICAL DATES	
	Lease Commencement Date
	Delivery Date
	Possession Date
	Permit Approval Date
	Landlord Work Date
	Hire a project manager by...
	Hire an architect by...
	Hire the professional movers by...
	Complete build out by...
	Complete IT, security, and software installations by...
	Complete design & furniture move in by
	Announce the move to employees & to the press
	Move in Date



MOVE-IN CHECKLIST & PLAN

	Build move-in timeline
	Assign project management roles
	Outline moving expense
	Obtain construction documents and permits
	Obtain construction bids on tenant improvements
	Obtain COI, certificate of insurance and certificate of occupancy
	Engage architects & designers
	Engage project manager
	Set weekly build out status meetings
	Hire cable vendor
	Hire moving company
	Deploy utilities contract for new space
	Order signage
	Order artwork
	Order furniture
	Order displays
	Order supplies
	Change of address notifications: Post office, clients, vendors
	Bank Set-up
	Insurance Provider



MOVE-IN DAY: COMMUNICATIONS & EXECUTION

	Schedule your move
	Assign employee seating chart
	Communicate day of move-in plan with your employees
	Communicate day of move-in plan with your moving company
	Label everything - Pro-tip use colored duct tape aligned with a colored map so movers know where to leave each box
	Celebrate your new space with a team party

HIRE OFFICE OR RETAIL VENDORS

	Courier Service (FedEx or UPS or USPS)
	Local phone service
	Vending / Food Service
	Coffee / Water Service
	Cleaning Service
	Trash & Recycling Service
	Landscaping Service
	Parking Arrangements
	Access Security
	Deploy space utilization or retail analytics software
	Deploy HR management or workplace management software
	Deploy lease management software: Occupier lease management solutions



MOVE IN - NOTES

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