

# Tenant Move-In Checklist

## GENERAL MOVE-IN INSTRUCTIONS

- Select move-in date.
- Contact the Building Office at 799 Broadway by phone **212.419.7082** or e-mail:
  - Dana J. Dinolfo, Property Manager: [dana.dinolfo@columbia.reit](mailto:dana.dinolfo@columbia.reit)
  - Lisa Pang, Property Financial Manager: [lisa.pang@columbia.reit](mailto:lisa.pang@columbia.reit)
  - Jonathan Huynh, Tenant Engagement Manager: [jonathan.huynh@columbia.reit](mailto:jonathan.huynh@columbia.reit)
  - Michael Monti, Concierge: [mike.monti@columbia.reit](mailto:mike.monti@columbia.reit)
- Hire a mover and provide them with information regarding building procedures and requirements. (A list of preferred vendors can be provided)
- Send Certificate of Insurance for moving company to the Building Office.
- Schedule freight elevator for move at least one week prior.
- Schedule pre-move-in cleaning with the Building Office and Building Cleaning contractor, Metropolitan Cleaning.

## IT SET UP

- Hire low-voltage provider and phone company.
- Request building access cards for employees from the Building Office.
- Set up suite security/card access system. Program building team's access cards for emergency suite access (*Card #'s will be provided*)
- Provide telephone number of your new suite to the Building Office.

## ADMINISTRATIVE

- Notify U.S. Post Office of your new office location.
- Meet with the Building Office to discuss outstanding matters throughout the move.
- Discuss nightly cleaning (per Lease requirements) with the Building Office and Cleaning Contractor.
- Discuss additional cleaning services with the Cleaning Contractor (i.e., exterminating, etc.)
- Complete Tenant Contact & Emergency forms and return to the Building Office.

## MISCELLANEOUS

- Schedule after hours air conditioning/heating, if required.
- Schedule work order system training with the Building Office and review building procedures.

# Tenant Move-Out Checklist

## GENERAL MOVE-OUT INSTRUCTIONS

- Select move-out date.
- Hire a mover and provide them with information regarding building procedures and requirements. (A list of preferred vendors can be provided)
- Send Certificate of Insurance for moving company to the Building Office.
- Schedule freight elevator for move at least one week prior through Building Engines.

## IT RELATED ITEMS

- Contact phone/data providers to remove all equipment.
- Hire low-voltage provider to remove all low-voltage wiring, if required by Lease.
- Return all building access cards to the Building Office.

## ADMINISTRATIVE

- Reference your lease for obligation items relating to the removal of special alterations (i.e., internal stairwells, signage, etc.). Meet with the Building Office to discuss outstanding matters throughout the move.
- Review pending /move related charges (I.E., freight/security, Operating & Real Estate taxes, Electric charges, and miscellaneous building service charges, etc. Discuss additional cleaning services with the Cleaning Contractor.
- Ensure that all FDNY, DOB permits are paid and provide the Building Office with a copy of any permits.
- Provide Building Office with forwarding address.
- Discuss & schedule post move cleaning with the Building Office and Building Cleaning Contractor.
- Schedule post move walk through with Building Manager to ensure premises are in “broom clean” conditions.
- Discuss/coordinate the return of the Security Deposit with the Building Office.