



TENANT'S MOVE-IN CHECKLIST

Tenant Company Name		Property Manager - Contact Info:		
		Kimberly Raymond - kimberly.raymond@mcityoffice.com or 713.586.6296		
Building Address		Suite		
9811 Katy Freeway, Houston Texas 77024				
Move-In Date				
TASK		Due Date to Prop. Mgt.	Date Completed	Approx. Completion Time (after receipt of info)
1	Introduction meeting with Property Manager	N/A		One week from Lease execution or less
2	IT/Telecom process reviewed and service Provider chosen (See IT/Telecom process letter and Preferred Provider list in New Tenant Packet)			Up to 30 days for MNC Preferred Providers Up to 120 days for non-Preferred Providers
3	Notify Property Management of IT/Telecom Provider service request	Immediately following order placement with Provider		At least 48 hours prior to Provider's needed access
4	Send Tenant Signage Request form to Property Manager	4 weeks prior to move-in date		4 weeks
5	Send Access Card & Parking Application form/info to Property Manager	3 weeks prior to move-in date		N/A
6	Review building's Moving Policies & Procedures	3 weeks prior to move-in date		N/A
7	Move-In details discussed with Property Manager - Move-in date scheduled - Freight elevator request form sent to Prop Mgr - Overtime HVAC Request form sent to Prop Mgr	2 weeks prior to move-in date		N/A
8	Send mover's Contact info and Certificate of Insurance to Property Manager	2 weeks prior to move-in date		N/A
9	Send Tenant Contact Information sheet to Property Manager	2 weeks prior to move-in date		N/A
10	Send RISE Set-Up Request form to Property Manager	2 weeks prior to move-in date		2 weeks
11	Send Tenant's Certificate of Insurance to Property Manager (See Lease for insurance limit requirements)	Prior to move-in		
12	Review Tenant Handbook including Emergency Procedures and Recycling Procedures Bldg website address: www.9811mcity.com	Prior to move-in		N/A
13	Punchlist inspection scheduled with Property Manager/Construction Manager			TBD
14	Access cards received from Property Manager	N/A		2-6 weeks depending on # of cards requested
15	Parking permits received from Property Manager	N/A		2-6 weeks depending on # of permits requested
16	Confirm with Prop Mgr if submeter reading monthly invoices will be required. (Note: Required when supplemental air units (or other) are required within the leased space)	N/A		Prior to move-in
17	Suite keys received from Property Manager	N/A		Prior to move-in
18	Mailbox keys received form Property Manager	N/A		Prior to move-in
COMMENTS				
Revision date: 03/25/21				