

# SMOOTH MOVES

## TENANT CHECKLIST FOR A SMOOTH MOVE-IN



**WELCOME!** Property Management is available to assist you every step of the way during your move into your new office! This timeline serves as a guide to make sure you have the necessary documents in place to ensure a seamless transition.

### 3 WEEKS PRIOR TO MOVE

- Schedule Move-In Dates and Times** with Property Management. Move-ins can be scheduled during non-business hours or on weekends. Scheduling is available through JBG SMITH Connect.
- Request Signage:** Complete the [Signage Request Form](#) for your suite and return to Property Management.
- Meet the Property Management Team:** Schedule a pre-move tour of your new office space and community with Property Management to address any questions you have about your upcoming move.
- Employee Building/Suite Access:** Please coordinate with Property Management to obtain security key fobs or access cards for your employees.
- Certificate of Occupancy (COO):** Apply for a COO with the local municipal agency and send a copy to Property Management once received. The original should be posted within your new office space.
- Mail:** Change mail delivery address and coordinate mailroom key pick-up with Property Management.

### 1 WEEK PRIOR TO MOVE – Certificates of Insurance

- Moving Company COI:** Discuss Certificate of Insurance requirements with your moving company. Obtain a copy of their COI prior to moving day and provide to Property Management.
- Company COI:** A Certificate of Insurance (COI) for your company is also required. Please obtain a COI from your insurance provider and send to Property Management prior to move in. Please reference your lease for insurance provisions and contact Property Management with any questions.

Property Management can provide a sample COI for reference

### 2 DAYS PRIOR TO MOVE

- Tenant Contact Information:** Complete the [Tenant Contact Information Form](#) and return to Property Management.
- Review Moving Procedures with moving company:** Please review building and elevator protection guidelines with your moving company to ensure your move-in is executed as smoothly as possible.
- Emergency Preparedness Information:**
  - Complete the [Floor Warden Information Form](#) and return to Property Management
  - Provide a list of [Persons Requiring Assistance](#) during an Emergency Evacuation

### MOVING DAY!

- Meet with Building Engineer** to ensure movers are escorted to new office location.

### POST-MOVE

- Schedule a walk-through of your new space** with your Property Manager in new office.
- Post original Certificate of Occupancy** in new office.
- Amenity Access:** Review building amenity access forms and share with employees.
- Property Website:** Share link to the property website with employees.
- Building Familiarization and Emergency Preparedness:** Review Emergency Assembly Locations, Areas of Refuge and Shelter in Place Locations. Familiarize yourself with Property Management's designated safety check-in locations.

### ADDITIONAL INFORMATION