

**Tenant Move-In Form**

*Please complete this form 2-3 week prior to the move in date.*

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| **Tenant Company General Information:** | | |
| **Company Name:** |  |  |
| **Building:** |  |  |
| **Floor:** |  |  |
| **Suite:** |  |  |
| **Main Number:** |  |  |
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| **Move-In/Mover Information:** |  |  |
| **Date and time of Move:** |  |  |
| **Moving Company Information:** |  |  |
| **Contact Name oversee the move in:** |  |  |
| **Contact Number overseeing the move in:** |  |  |
| **Is afterhours HVAC required for the move in:** |  |  |
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| **Keys:**  *Please indicate the number of keys you will require. All keys requested after move in date will be subject to a $6.00 charge. Each individual key that is provided to the tenant will be required to be turned back over to building management at end of lease term. If all keys are not turned back in, Landlord will have to re-key the space at the Tenant’s cost. If you will have card access control to your suite, please limit the amount of physical keys you are requesting.* | | |
| **Suite Keys** |  |  |
| **Private Office Keys** *(if Applicable)* |  |  |
| **Mailbox Keys:** |  |  |
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| **Signage Information** *Please submit all requests for all building standard signage in writing to the Property Management Office for approval. Please enter information below exactly how you would like the name to appear on signage.* | | |
| **Main Lobby Directory:** |  |  |
| **Elevator Lobby :** |  |  |
| **Suite Sign** : |  |  |
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