

Checklist for a Smooth Move-In

Welcome to [Building Name!] We are here to assist you every step of the way during the move into your new office. The timeline below serves a guide to make sure you have necessary documents in place to ensure a seamless transition. All forms requested below are available for download at [\[INSERT BUILDING WEBSITE\]](#)

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 available through JBG SMITH Connect.
- Request Signage:** Complete the signage 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 [\[Insert Property Manager e-mail\]](#) at your convenience. This is a great opportunity for Property Management to address any questions you have about your upcoming move!
- Employee Access Key Fobs/Cards:** Please make arrangements with Property Management to obtain the appropriate number of security key fobs or access cards for your employees.
- Certificate of Occupancy (COO):** Apply for a Certificate of Occupancy with [\[insert municipal agency\]](#) 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 management office.

1 WEEK PRIOR TO MOVE

Certificates of Insurance (COI)

- Moving Company COI:** It is important to discuss COI requirements with your moving company prior to moving day. Please obtain a COI from your moving company and provide a copy to Property Management.
- Company COI:** Additionally, your Company is required to provide a Certificate of Insurance (COI) to Property Management prior to move in. Please reference your lease for all insurance provisions, and, of course, contact Property Management for any clarification you may need. Your insurance provider can furnish this COI.

Certificates of Insurance should list JBG SMITH as the certificate holder and [\[INSERT BUILDING LEGAL NAME\]](#) as the additional insured.

2 DAYS PRIOR TO MOVE

- Tenant Contact Information:** Complete the Tenant Contact Form and return to Property Management.
- Review Moving Procedures:** To ensure your move-in is executed as smoothly as possible, Property Management requests that tenants review building and elevator protection guidelines with your moving company.
- Individuals Requiring Assistance During an Emergency Evacuation:** Complete the Floor Warden information form and return to Property Management.

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 [\[insert Property Manager e-mail\]](#)
- Post original Certificate of Occupancy** in your new space.
- Amenity Access:** Review building amenity access forms and share with employees.
- Building Familiarization:** Review Emergency Assembly Locations, Areas of Refuge and Shelter in Place Location. Familiarize yourself with Property Management's designated safety check-in locations.

