



TENANT MOVE-IN CHECK LIST

- _____ Contact the post office (800-275-8777) to arrange for delivery of your mail. The management office will give you a mailbox key and tape a card with your company name in the mailbox. This will alert the carrier that you have been assigned this mailbox.
- _____ *Contact your insurance company and have them forward a **Certificate of Insurance** with the proper insurance requirements. Reference our website: www.sanctuarypark.com and click on "Policies and Procedures."
- _____ Complete the "Access Cards" form and return it to the management office.
- _____ Contact the management office at 770-569-1124 to arrange for delivery of suite keys, access cards and mailbox keys.
- _____ Notify the management office of key contact(s) and emergency telephone number(s) for your company by completing the attached "Tenant Information Sheet".
- _____ Complete the "Signage Form" and return it to our management office. We will subsequently order your suite and directory signs. Generally, it takes approximately two weeks for the signs to arrive.
- _____ *Be sure your moving company has the proper insurance requirements before the move-in date. Reference our website at sanctuarypark.com.
- _____ After verifying insurance, have your moving company send a copy of the Certificate of Insurance **one week** prior to your move-in date to:
Madeline McManus
Jones Lang LaSalle Americas, Inc.
1105 Lakewood Parkway, Suite 115
Alpharetta, GA 30004

***Please go to sanctuarypark.com for details on COI requirements**