

TO: New Tenant

FROM: Jeremy Alston, Director of Operations

RE: New Tenant Checklist

Congratulations and Welcome to our family of tenants! Your new lease is signed and you are moving into your new space. As if it wasn't enough work thus far, some of the hardest work is yet to begin. The dreaded move! No doubt you have begun preparations for moving into your new suite. In anticipation of the move we need a few items to make the move-in seamless. Please take a moment to review the following items. All forms are available from www.jskilken.com and should be returned to us as soon as possible. The sooner we have the information the sooner we can help to facilitate your move.

- 1) Mover Insurance Certificates
- 2) Tenant Insurance Certificates
- 3) Tenant New Office Phone and Fax Number(s)
- 4) Tenant Point(s) of Contact Information. These are people authorized to submit and sign work orders, request keys/key cards, etc.
- 5) Emergency Preparedness Data Plan
- 6) Signage Request Form for your suite sign and directory strip(s)
- 7) A list of employees who will need access cards to gain after hour's access to the building. The building is open 7:45 a.m. until 5:30 p.m., Monday through Friday, excluding holidays
- 8) The number of suite keys you will need
- 9) The address to send billing statement to

You may contact us via email at jsr@jskilken.com, our Management Office (614) 882-1515 or by fax (614) 882-2301. If you have any questions please do not hesitate to contact us.

Thank you!