



PALISADES

Move In Checklist

This checklist and the forms in the Tenant Handbook will help you with your move. You may find it helpful to keep a copy of each completed form for your reference.

1. Contact and Tenant Authorization Forms submitted to Property Management

Forms submitted: _____ by _____
Date Name

2. Directory Strip and Door Letter Form

Form submitted: _____ by _____
Date Name

3. Key Request

Form submitted: _____ by _____
Date Name

4. Submit Certificate of Insurance to Property Management

Submitted: _____ by _____
Date Name

5. Request Postal Box Key from Post Office

Completed: _____ by _____
Date Name

6. Submit number of employees to Property Management for emergency prep materials

Completed: _____ by _____
Date Name