

PROPERTY MANAGEMENT CHECKLIST

AGENDA FOR MEETING WITH BUILDING MANAGER

- Gather all contact information including name and address of property manager, email address, phone number and emergency phone number.
 - Check availability of engineer and the cost of overtime if applicable. Provide emergency contact information for building engineer and/or elevator repair company if there is a problem with the elevator.
 - Check elevator availability and measurements.
 - Determine the process for handling oversized items.
 - Find out loading dock availability.
 - If moving after hours or during the weekend, ensure air conditioning or heat will be running for movers and on-site staff.
 - Identify move dates and if there are other moves during the same time period.
 - Determine what is required by your moving company. Are there any special building protection, security or insurance requirements?
-

POST-MOVE CHECKLIST

- Delete names from building directory
- Turn in old hard keys
- Turn in old security cards
- Clean up space after move-out
- Availability of trash receptacles
- Conduct final walkthrough