



### Tenant Occupancy Checklist

- 1. City Business License obtained
- 2. Lease Execution Scheduled (both parties signing)
- 3. Separate checks made out for rent and deposits
- 4. Tenant Improvements Scheduled Start Date: \_\_\_\_\_ Completed By: \_\_\_\_\_
- 5. Scheduled Move in Date: \_\_\_\_\_
- 6. Keys Received or Locks Changed
- 7. Furniture Ordered for Delivery /Movers Scheduled Date: \_\_\_\_\_
- 8. Application for Certificate of Occupancy Filed with City Building Dept.   
Inspection Scheduled Date: \_\_\_\_\_
- 9. Signage Ordered - Company: \_\_\_\_\_
- 10. Utilities and garbage switch over:
  - Electric Date Scheduled: \_\_\_\_\_ Company: \_\_\_\_\_
  - Gas Date Scheduled: \_\_\_\_\_ Company: \_\_\_\_\_
  - Water Date Scheduled: \_\_\_\_\_ Company: \_\_\_\_\_
  - Phone/Data Date Scheduled: \_\_\_\_\_ Company: \_\_\_\_\_
- 11. Work needing to be done in space "Completed and Approved" Date: \_\_\_\_\_
- 12. Insurance purchased
- 13. Banking and other vendors set up and notified of move
- 14. New mail box set up and change of address filed (take lease copy to post office)