

[Date]

[Tenant Name]

[Tenant Primary Contact]

[Tenant Address/Suite Number]

Subject: Move-In Procedures and Welcome to [Property Name]

Dear [Tenant Name],

We are pleased to welcome you as a tenant at [Property Name]. To ensure a smooth transition into your new commercial space, please review the following move-in procedures and requirements.

1. Move-In Date and Scheduling

All move-in activities involving large furniture or equipment must be scheduled at least [Number] days in advance with the Building Management office. Moves must take place during the following hours: [Insert Hours, e.g., Monday-Friday after 6:00 PM or Weekends].

2. Certificate of Insurance (COI)

Before any move-in activity begins, we must have a valid Certificate of Insurance on file for both your company and your chosen moving company. Please ensure [Property Owner/Management Name] is listed as the additional insured.

3. Loading Dock and Freight Elevator

Access to the loading dock is located at [Location]. Use of the freight elevator is required for all deliveries. Please contact [Name/Phone] to reserve the elevator for your scheduled block.

4. Keys and Access Cards

Keys to your suite and [Number] electronic access badges will be issued on [Date] at [Location]. To request additional badges, please complete the attached Access Request Form.

5. Utility Services

Please ensure that accounts for electricity, internet, and [Other Utilities] have been transferred to your name effective as of [Date]. Our preferred telecommunications providers are [Provider Names].

6. Signage

Standard suite signage and directory listings will be ordered by Management. Please confirm the exact spelling of your company name as you wish it to appear:

_____.

7. Emergency Contacts

Please provide us with a list of at least two emergency contacts who can be reached after business hours.

If you have any questions, please contact the Property Management office at [Phone Number] or [Email Address]. We look forward to having you as a tenant.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]