

**TENANT MOVE-IN / MOVE -OUT FORM**

<b>TENANT NAME</b>			
<b>UNIT # and LOCATION</b>			
<b>BUSINESS NAME</b>			
<b>TEL</b>		<b>EMAIL</b>	

<b>MOVE-IN DATE:</b>			<b>MOVE-OUT DATE:</b>		
<u>KEYS &amp; FOBS</u>	<u>QTY.</u>	<u>Serial #</u>	<u>KEYS &amp; FOBS</u>	<u>QTY.</u>	<u>Serial #</u>
UNIT KEY		N/A	UNIT KEY		N/A
ENTRANCE/ELEVATOR/ WASHROOM FOB (Grey)			ENTRANCE/ELEVATOR/ WASHROOM FOB (Grey)		
PARKING FOB (Black)			PARKING FOB (Black)		
PARKING PASS			PARKING PASS		

<u>FURNITURE</u>	<u>QTY.</u>	<u>REMARKS</u>	<u>FURNITURE</u>	<u>QTY.</u>	<u>REMARKS</u>
CHAIR			CHAIR		
DESK			DESK		
STORAGE CHEST			STORAGE CHEST		
DUSTBIN			DUSTBIN		
MISCELLANEOUS			MISCELLANEOUS		

<u>DESCRIPTION</u>	<u>CLEANLINESS</u>	<u>REMARKS</u>	<u>DESCRIPTION</u>	<u>CLEANLINESS</u>	<u>REMARKS</u>
DOOR			DOOR		
FLOOR			FLOOR		
CEILING			CEILING		
WALL			WALL		
WINDOW			WINDOW		
LIGHTS			LIGHTS		

**MOVE-IN**

**MOVE-OUT**

\_\_\_\_\_  
DATE & SIGNATURE (TENANT)

\_\_\_\_\_  
DATE & SIGNATURE (TENANT)

\_\_\_\_\_  
DATE & SIGNATURE (BACKBONE)

\_\_\_\_\_  
DATE & SIGNATURE (BACKBONE)