



# CITYLINE MOVE-IN CHECKLIST

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The checklist and the attached forms will help with your move. You may find it helpful to keep a copy of each completed form in this handbook.

Provide contact person to Management

Form Submitted:  Yes  No

Date:

Contact:

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Elevator Reservation Form

Form Submitted:  Yes  No

Date:

Contact:

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Tenant's and Mover's Certificate of Insurance for Management

Form Submitted:  Yes  No

Date:

Contact:

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***Please submit to Shantella Dahl at [Shantella.Dahl@transwestern.com](mailto:Shantella.Dahl@transwestern.com).***

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Tenant / Company Signature

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CityLine Management Signature