

Explanation of Move-In Forms

MOVE-IN DAY INFORMATION

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

ACCESS CARD REQUEST

At 300 East Randolph one building ID badge is issued for both building and freight elevator access. A tenant badge will be issued to you upon completion of this form and a short production process, including taking a photo of the employee. The forms are used to maintain our building security system.

There is a \$25.00 non-refundable fee plus the service fee allowed per your lease for each 300 East Randolph replacement badge. This fee applies to badges that are issued to replace a badge that has been lost or damaged.

SERVICE REQUEST / VISITOR ACCESS AUTHORIZATION

This form lists the employees in your firm who have authority to make service requests via online work order and to request after-hours HVAC (billed at the hourly charge specified in your Lease).

SUITE ENTRY SIGNAGE ORDER

If applicable, please fill out the enclosed form with the name of your company as you wish it to be displayed outside your suite door. Suite entry signs must be ordered at least sixty (60) days prior to your move in order for installation to occur upon occupancy.

AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACT LIST

These lists will be used by Security and Building Management in the case of after-hours emergencies or to allow after-hours access into the building. The desired action will take place only with the approval from an authorized individual from this list.

SPOTLIGHT QUESTIONNAIRE (OPTIONAL)

From time to time, the Building Management Office may spotlight a tenant in a building newsletter or other communiqué. We keep this information on file for such occasions.