

VII. FORMS

MOVE-IN

The following forms should be completed and returned to the Office of the Building 60 days prior to your scheduled move. Send an original, completed copy to the Building Management Office and retain one copy for your records. For replacement forms, please contact the Building Management Office at 312-202-3800.

- A. [Move-In Day Information](#)
- B. [Access Card Request](#)
- C. [Service Request / Visitor Access Authorization](#)
- D. [Suite Entry Signage Order Form](#)
- E. [Authorized Individuals & After-Hours Emergency Contacts](#)
- F. [Spotlight Questionnaire \(Optional\)](#)