

Move-In Forms

In preparation for your move to 300 East Randolph we have included the following checklist of forms and other information required by Building Management. These forms, as well as other forms you will need over the life of your tenancy, can be found in the [Forms](#) page of this manual.

When using forms, please keep one copy for your records and return the original to the Building Management Office.

It is required that you complete the following forms and return them to the Building Management Office at least sixty (60) days prior to your scheduled move-in. If you have any questions, please contact the Building Management Office at 312-202-3800.

FORMS REQUIRED PRIOR TO MOVE-IN

- [Move-In Day Information](#)
- [Access Card Request](#)
- [Service Request / Visitor Access Authorization](#)
- [Suite Entry Signage Order Form](#) (if applicable)
- [Authorized Individuals & After-Hours Emergency Contact List](#)
- [Spotlight Questionnaire](#)