



# PROPERTY MANAGEMENT CHECKLIST

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## AGENDA FOR MEETING WITH BUILDING MANAGER

- ☐ Gather all contact information including name and address of property manager, email address, phone number and emergency phone number.
  - ☐ Check availability of engineer and the cost of overtime if applicable. Provide emergency contact information for building engineer and/or elevator repair company if there is a problem with the elevator.
  - ☐ Check elevator availability and measurements.
  - ☐ Determine the process for handling oversized items.
  - ☐ Find out loading dock availability.
  - ☐ If moving after hours or during the weekend, ensure air conditioning or heat will be running for movers and on-site staff.
  - ☐ Identify move dates and if there are other moves during the same time period.
  - ☐ Determine what is required by your moving company. Are there any special building protection, security or insurance requirements?
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## POST-MOVE CHECKLIST

- ☐ Delete names from building directory
- ☐ Turn in old hard keys
- ☐ Turn in old security cards
- ☐ Clean up space after move-out
- ☐ Availability of trash receptacles
- ☐ Conduct final walkthrough