



MOVE – IN CHECKLIST

All documents can be found on www.aspenproperties.ca

COMPLETE	← Complete & submit form to Building Operator	For office use only		→ APPROVED
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	COMPANY NAME	DATE OF MOVE	
	MOVE CONTRACTOR	CONTRACTOR CERTIFICATE OF INSURANCE RECEIVED Yes No	
	BOOK FREIGHT ELEVATOR - www.goaspen.ca or 310-GoAP DATE _____ TIME: ____:____ (MM/DD/YYYY) Note: Tenant moves must occur outside of regular business hours: Monday to Friday, 6:00 pm -7:30 am, and anytime on weekends. Please also be informed that your moving company will be required to check-in with security upon arrival		
	NOTIFY ASPEN OF ALL WORK BEING PERFORMED ON YOUR SPACE AND PROVIDE A CONTRACTOR SCHEDULE (if applicable) DATE SUBMITTED _____ (MM/DD/YYYY) Note: Refer to Construction Rules and Regulations Manual		
	COMPLEX MANUALS Aspen Tenant Handbook Construction Rules & Regulations		
	COMPLETE ASPEN TENANT CONTACT FORM DATE SUBMITTED _____ (MM/DD/YYYY)		
	REQUEST DIRECTORY & SUITE SIGNAGE DATE SUBMITTED _____ (MM/DD/YYYY) Note: Please allow a minimum of 5 weeks for signage delivery.		
	COMPLETE ACCESS CARD REQUEST DATE SUBMITTED _____ (MM/DD/YYYY) Note: Cost per card \$8.70 each + 15% administration fee and GST		
	CONFIRM SECURITY DEPOSIT & MONTHLY RENT PAYMENT Note: Rent due on the first (1 st) of every month.		
	ARRANGE PARKING AS REQUIRED Note: Please contact Impark for current programs & rates - (780) 420-1976		
	ARRANGE TENANT INSURANCE AS SET IN YOUR LEASE & FORWARD INSURANCE CERTIFICATE – to acox@aspenproperties.ca DATE SUBMITTED _____ (MM/DD/YYYY)		

ASPENPROPERTIES.CA