

**595 E. Colorado Blvd**

**Tenant Move In**

**TENANT:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**MOVE DATE:** \_\_\_\_\_

**SUITE:** \_\_\_\_\_

**Tenant Move In Information**

**BUILDING CONTACTS:**

The management office is located on site at: **595 E. Colorado Blvd., Suite 700**

Property Manager **Veronica Dziengielewski (626) 584-6847 Direct Line**

Property Assistant **Angie Cortez (626) 584-6923 Direct Line**

Building Engineer **Frank Rodriguez (626) 625-4376 Direct Line**

**PARKING PERMITS:**

Contact management office for permit application. Rate is **\$80.00** per month.

**BEFORE MOVE IN DAY:**

Prior to your scheduled move-in date, we need to receive the following:

1. Acceptance of Premises form
2. Tenant's Proof of Insurance + Additional insured certificate
3. Moving Company's Proof of Insurance + Additional insured certificate

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**Please Return this Form to the Management Office**

**KEYS:**

One set of keys is issued at time of move-in. For additional keys, the cost is **\$3.00** per key. Costs will be billed on your next monthly rent statement.

Specify the number of keys needed:

Lobby Door keys: 

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Men's restroom

Suite keys 

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Women's restroom

Inner Office 

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**LOBBY & DOOR SIGNAGE:**

Cost varies depending on the sign request. **Cost will be billed on the next monthly rent statement. Usually takes 7 – 10 working days.**

**Lobby directory (if different from suite)**

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*Only 1 name is allowed on lobby directory.*

**Name(s) to appear on suite signage**

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