



Contact Information & Move-In Check List

**COMPLETE AND FAX TO (714) 632-6966
Or email to rogers@cedarrem.com**

Please take a moment to complete this information. It will be kept on file at the Cedar Realty Management Office and used for informational purposes only. Thank you.

Business Name: _____

Address: _____

Mailing Address: _____

Office Phone Number: () _____

Office Fax Number: () _____

Email Address: _____

Leasing Contact:

Name: _____

Business Number: () _____

Home Number: () _____

Accounting Contact:

Name: _____

Email Address*: _____

(*Monthly Rent Statements will be emailed to this address)

Business Number: () _____

Home Number: () _____

Emergency Contact:

Name: _____

Business Number: () _____

Home Number: () _____

Review the list below to ensure that each item is working properly and is in good condition:

- | | YES | NO |
|-------------------------------------------------------------------------------------------------------------|-----|-----|
| 1. All lights are working properly.
If no, please explain: _____
_____ | ___ | ___ |
| 2. All "man-doors" are working properly.
If no, please explain: _____
_____ | ___ | ___ |
| 3. The roll-up door(s) operate up and down smoothly and lock.
If no, please explain: _____
_____ | ___ | ___ |
| 4. HVAC system heats and/or cools correctly.
If no, please explain: _____
_____ | ___ | ___ |
| 5. Plumbing works properly (sinks and toilets).
If no, please explain: _____
_____ | ___ | ___ |
| 6. All ceiling tiles are in good condition-no stains, broken ones.
If no, please explain: _____
_____ | ___ | ___ |

Please list below pre-existing conditions that need to be noted for your file only:

1. _____
2. _____
3. _____
4. _____
5. _____

All items inside the suite, including but not limited to items named above, are the responsibility of the tenant and will be checked upon move-out. Please contact me at (714) 237-7031 if you have any questions.

Please return this completed Contact Information & Move-In Check List within **ten (10)** days of your move-in date to our office via facsimile at (714) 632-6966 or email at slee@cedarrem.com