



TENANT CHECK-LIST

Tenant: _____ Date: _____

- Tenant Application Completed: Y / N Date: _____
 - Space Rates Version: _____
 - Tenant Member Selection Criteria-provided
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- Sub-Tenant Lease Completed: Y / N Date: _____
 - Master Lease-provided
 - Tenant Member Cooperation Policies-provide
 - Tenant Orientation/Overview -provided
 - Noise Policy-provided
 - Base Rent Collected: Y / N Amount: _____
 - Security Deposit Collected: Y / N Amount: _____
 - Set-up Fee Collected: Y / N Amount: _____
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- Office Key-provided if applicable
 - Security Key Card-provided
 - Phone activated
 - Wireless Internet Access code-provided
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- Web Site Listing Logo provided: Y / N
- Other _____
- _____