

20 South Clark Street

MOVE-IN PAPERWORK CHECK-LIST

On behalf of the ownership, we want to extend a warm welcome to 20 South Clark Street!

We are delighted to have you as a tenant and will do everything possible to make your tenancy enjoyable and rewarding.

To ensure a smooth transition to 20 South Clark below is a to-do list of information and documentation that must be submitted to the Building Management Office before your scheduled move-in: 20southclarkadmin@wilkow.com or via fax (312) 726-0554.

- Certificates of Insurance**
 - Your Company
 - Your Union Mover

- Tenant Contact & Emergency Contact Form**

Submit to the Building Management Office to receive access cards for all staff

- Cabling**

Please contact Lisa Shoulders at IMG, our Riser Management Company, for your cabling needs. Her number is (630) 737-9800.

- Keys**

Submit the number of keys required for each lock to the Building Management Office, including:

 - Master Keys
 - Front Door Keys
 - Individual Office Keys

- Signage**

Notification in writing of your name as you would like it listed on directional signage. Notification should be submitted on your company's letterhead or via e-mail.

- ComEd Change Service Form**

Please submit completed form to Building Management Office to complete transfer of electric service as of your Lease Commencement Date.