

# MOVE-IN CHECK LIST

## ***INSURANCE***

Each tenant company is required to obtain, maintain and provide proof of insurance for its office space and equipment. Proof of insurance must be provided to the Research Park office before you move in or at a time approved by the Manager of Facilities Services. (See your lease for individual company requirements.)

## ***IT SERVICES***

The manager of Facilities Services is the telecommunications coordinator for Research Park and Incubator companies. This is a service for tenant companies, but is not a requirement. The tenant company may, at any time, coordinate their own telecommunication needs. Just advise the Manager of Facilities Services whom you would like designated as the coordinator for your company & they will advise IT Services. Services are provided by the ISU IT's Department. Allow at least seven working days before the move-in date to ensure timely installation.

## ***OFFICE KEYS***

Keys must be checked out with the Manager of Facilities Services by the primary company representative. Subsequent key copies must only be obtained through them.

## ***MAILING ADDRESS***

Contact the Manager of Facilities Services for correct street and suite address.

## ***BILLING ADDRESS***

If your billing address is different from the Park Address, inform the Manager of Facilities Services.