

KENNEDY WILSON

Tenant Move-in Day Information Form

150 S. El Camino Drive, Beverly Hills, CA 90212

Please complete this form and return it to the Building Management Office along with the Certificate of Insurance for any vendors who will be assisting in your move.

Tenant Name: _____ Suite Number: _____
Current Address: _____
Move-in Coordinator: _____ Phone Number: _____
E-mail: _____ Move-in Date: _____

Moving Company Information

Company Name: _____ Primary Contact: _____
E-mail: _____ Phone: _____

Certificate of Insurance Provided: Yes No
Number of Movers: _____
Oversized Furniture or Equipment: Yes No
Special Move-in Instructions:

Additional Security Requirements:

Emergency Contacts

Contact Name: _____ Phone Number: _____
Contact Name: _____ Phone Number: _____

Form Completed By: _____ Date: _____