

Helpful Hints

- 1. Insurance.** Samples of Certificate of Insurance (COI) forms can be found in the Tenant Center of the Kew website.
- 2. Orientation.** Once you have submitted an accepted COI and have been notified your room is ready, make an appointment for an orientation and request your building passes.
- 3. Keys.** Keys and building passes may only be picked up after you have received an orientation by our staff.
- 4. Signs.** You can complete a Sign and Directory Listing Form at kewmanagementbc.com/newinfoform/
Password: kewinfo. We can help you with this at orientation.
- 5. Permission.** You must submit the Permission to Move Items In and Out Form and Moving Company COI before scheduling you move in. (See Tenant Guide 3.5). The form is available from the Kew office or in the Tenant Center on the Kew website.

- 6. Con Edison.** If your electric will be billed directly, notify Con Edison to transfer your service from Kew Management to your company name and account. This can be done by phone at (800) 752-6633 or online at coned.com.
- 7. Register.** Register for ClickPay and Workspeed as soon as credentials are sent to you. Most often, these are sent about the 25th of the month. (See Tenant Guide 5.2, 5.3, and 5.4.) Both tools can be accessed in the Tenant Center on the Kew website.
- 8. Network.** This form must be completed if you wish to have your company listed in the Tenant Network on the Kew website. The form is available from the Kew office or in the Tenant Center on Kew's website.



If you have questions call (212) 255-3346 or visit kewmanagement.com

Move-in Checklist

✓ Once your lease is signed, complete these steps to ensure an easy move-in.

1 Submit a Certificate of **Insurance**

2 Make an **Orientation** Appointment

3 Attend Mandatory Orientation–Pickup **Keys** and Building Passes

4 Complete a **Sign** and Directory Listings Form

5 Submit a **Permission** to Move-in and Out Form and Moving Company COI

6 Notify **Con Edison** to Switch the Electric Account to Your Company

7 **Register** for ClickPay and Workspeed

8 Submit an Online Tenant **Network** Listing Form