



Tenant Move-In Information

Move-In

Please notify the management office of the time and date of your move. Moves may take place on weekends, or before 7:30am and after 5:30 pm on weekdays. Please see the Moving Policy and Procedures for further information.

Directory Listing and Suite Signage

The company name and information will be available in the lobby's electronic directory and posted outside of the Suite. Please complete the Signage Request Form enclosed in this packet to ensure information is displayed properly. Signage orders have a lead time of approximately 4 weeks.

Building Access

Keys and Access Cards can be provided to employees of your suite on request. Please see the attached Building Access Form in this packet. Keys are provided at \$5 each and Access Cards are provided at \$10 each.

The building is locked at 6:00 pm on weekdays and through the weekend. To gain access to the building during these hours, please use your access card to enter the building.

Mail Delivery

Mail is delivered each weekday to the individual locked boxes on the first floor of the building. A mail key will be provided upon moving in. Additional mail keys can be provided at \$5 per key. Please add these requests to the Tenant Information Form.

Electricity

Please complete your ComEd sign-up.

Your Meter # is: _____

Insurance

A Certificate of Insurance for your space, per the terms of your lease, needs to be forwarded to the Management Office prior to your move-in.

If you have any questions, please feel free to contact the management office at 847-883-9940. We look forward to having your company as a tenant at The Four Hundreds.

Laura Pisula
Property Administrator



Signage Request Form

Electronic Lobby Directory Information:

Company Name: _____

Employee Listing (Optional):

First Name	Last Name	Title
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Suite Signage:

Company Name (if different than above): _____

Please note: Suite signage has a lead time of approximately 4 weeks.

Building Access

Suite Keys:

Suite keys are billed at \$5 each.

Number of Suite Keys required: _____

Security Access Cards:

Key cards are only required for individuals that need access into the building between 6:00 pm and 7:00 am Monday through Friday and anytime on Saturday and Sunday. Access cards are charged at \$10 each.

First Name	Last Name	First Name	Last Name
1.		19.	
2.		20.	
3.		21.	
4.		22.	
5.		23.	
6.		24.	
7.		25.	
8.		26.	
9.		27.	
10.		28.	
11.		29.	
12.		30.	
13.		31.	
14.		32.	
15.		33.	
16.		34.	
17.		35.	
18.		36.	

Please email Laura Pisula lpisula@millbrookrec.com if more Access Cards are required.