

WELCOME! PROPERTY MANAGEMENT IS AVAILABLE TO ASSIST YOU EVERY STEP OF THE WAY DURING YOUR MOVE INTO YOUR NEW OFFICE. THIS TIMELINE SERVES AS A GUIDE TO ENSURE YOU HAVE THE NECESSARY DOCUMENTS IN PLACE FOR A SEAMLESS TRANSITION.

3 WEEKS PRIOR TO MOVE

SCHEDULE MOVE-IN DATES AND TIMES WITH PROPERTY MANAGEMENT: Move-ins can be scheduled during non-business hours or on weekends. Scheduling is available through JBG SMITH Connect.
REQUEST SIGNAGE: Complete the signage request form for your suite and send to Property Management.
MEET THE PROPERTY MANAGEMENT TEAM: Schedule a pre-move tour of your new office space and community with Property Management to address any questions you have about your upcoming move.
BUILDING/SUITE ACCESS: Please coordinate with Kastle and Property Management to obtain security key fobs or access cards for your employees.
PARKING ACCESS: Parking at JBG SMITH properties is managed by Sympark. Please e-mail parking@sympark to request information on parking options for your organization. A Sympark team member will respond within 24 hours to answer any questions you have related to parking at your new address. To expedite the parking registration process, please include your organization's name and address in your e-mail.
CERTIFICATE OF OCCUPANCY (COO): Apply for a certificate of occupancy with the local municipal agency and send a copy to property management once received. The original should be posted within your new office space.
MAIL: Change mail delivery address and coordinate mailroom key pick-up with Property Management.

1 WEEK PRIOR TO MOVE

MOVING COMPANY COI: Discuss Certificate of Insurance requirements with your moving company. Obtain a copy of their COI prior to moving day and provide to Property Management.
COMPANY COI: A Certificate of Insurance (COI) for your company is also required. Please obtain a COI from your insurance provider and send to Property Management prior to move in. Please reference your lease for insurance provisions. (Property Management can provide a sample COI for reference)

2 DAYS PRIOR TO MOVE

TENANT CONTACT INFORMATION FORM: Complete this form and return it to property management.
REVIEW MOVING PROCEDURES WITH MOVING COMPANY: Please review building and elevator protection guidelines with your moving company to ensure your move-in is executed as smoothly as possible.
EMERGENCY PREPAREDNESS INFORMATION: <ul style="list-style-type: none"> ▪ Complete the floor warden information form and return to property management ▪ Provide a list of persons requiring assistance during an emergency evacuation

MOVING DAY!

MEET WITH BUILDING ENGINEER to ensure movers are escorted to new office location.
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POST-MOVE!

SCHEDULE A WALK-THROUGH of your new space with your property manager in new office.
CERTIFICATE OF OCCUPANCY: Post original Certificate of Occupancy in new office.
AMENITY ACCESS: Review building amenity access forms and/or links and share with employees.
BUILDING FAMILIARIZATION / EMERGENCY PREPAREDNESS: Review emergency assembly, areas of refuge and shelter in place locations and familiarize yourself with Property Management's designated safety check-in locations.

PROPERTY WEBSITE: Please take some time to visit the property website and share a link with your employees. here you will find pertinent and a host of other resources about building operations, procedures, and services.