



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 enclosed 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 \$3.00 each and Access Cards are provided at \$10.00 each.

Regular building hours are 6:00 a.m. to 6:00 p.m. Monday through Friday, and 7:00 a.m. to 1:00 p.m. on Saturday. Entry to the building at times other than these requires you to use your valid access card to gain admittance to the building.

Mail Delivery

Mail is delivered daily to the individual locked boxes located on the first floor of the building. A U.S. Postal box is also located on the first floor. The mail is picked up daily – Monday through Saturday. A mail key will be provided upon moving in. Additional mail keys can be provided at \$3.00 per key. Please add these requests to the Tenant Information Form.

Electricity

Please complete your ComEd sign-up.

Your Meter # is: _____

Parking

All employees are asked to fill out a vehicle information form and provided with a parking sticker. In situations where employees are parked in reserved spaces, we will utilize this information to get in contact with the vehicle owner to avoid towing employee cars. Please see the attached packet for the Vehicle Information Form.

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 630-571-1030.

Welcome to Parkview Plaza! We look forward to a long



Signage Request Form

Electronic Lobby Directory Information:

Company Name: _____

"About" Information (Optional):

Employee Listing (Optional):

	First Name	Last Name	Title
1.	<hr/>		
2.	<hr/>		
3.	<hr/>		
4.	<hr/>		
5.	<hr/>		

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 [Click here to enter text.](#) 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 7:30 am Monday through Friday and anytime on Saturday and Sunday. Access cards are charged at [Click here to enter text.](#) each. New tenants will not be billed for the initial set of access cards at move-in.

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.	