

Move-Ins and Move-Outs

All move-ins and move-outs from Town Center must be approved by Property Management. Tenants are to send a written request, on their company letterhead, with the following information:

- date of move-in or move-out
- approximate start and end time
- name of moving company
- building and suite number

Move-ins for new tenants are scheduled through the Construction Department 248.350.2222. Existing tenants who are moving additional items into the building should contact the Property Management Office 248.350.2222 to notify the building of the move-in.

Tenants who are moving out are to contact the Property Management Office 248.350.2222 and provide a forwarding address and phone number in addition to the items listed above. A Move-out Guidelines Form is available [here](#).

The loading docks and freight elevators are available on a first come, first served basis during regular business hours (Monday-Friday, 6:30 a.m. to 6:00 p.m.). Arrangements can be made through the Property Management office for after-hours moves.