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| **Tenant’s Move-In Checklist** |
| ***Please do the following 3 weeks prior to the move in date:*** |
| [ ]  | Submit Monthly rents to: [Reference Rental Remittance Information](http://tenants.601citycenter.com/tenant-handbook-new/building-operations/rental-remittance). |
| [ ]  | Reference the [Insurance Requirements Information](http://tenants.601citycenter.com/tenant-handbook-new/insurance-requirements) and forward the Tenant Certificate of Insurance to601CC@shorenstein.com. |
| [ ]  | Complete the [Tenant Move-In Form](file:///C%3A%5CUsers%5Cowells%5CDesktop%5CTenant_Move-In_Form_.xlsx) and email it to: 601CC@shorenstein.com. |
| [ ]  | Contract Parking is managed by ABM Parking, contact Chet Adams at *415-351-4482 or* Chet.Adams@abm.com to contract for parking or parking questions. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact MNetworks at *415-826-5105* or contactus@mnetworks.com for access to the riser system. |
| [ ]  | Pick up Access Cards, Garage Cards, and Mail Key, etc. from the Property Management Office in Suite 275. |
| [ ]  | Review the [Building’s Moving Procedures](file:///C%3A%5CUsers%5Cowells%5CDesktop%5CBuilding_Moving_Procedures.docx)*.* |
| [ ]  | Attend a scheduled pre-walk to view the existing conditions of the space with the Property Manager. |
| [ ]  | Review the [Building Rules & Regulations](http://tenants.601citycenter.com/tenant-handbook-new/policies-procedures/general-building-rules-regulations). |
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| ***Please do the following on and after the move in date:*** |
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| [ ]  | Attend a Post walk with the Property Manager to check for damages during the move. |
| [ ]   | Review the [Tenant Handbook](http://tenants.601citycenter.com/tenant-handbook-new/introduction/welcome)*.* The Tenant Handbook is a resource of information you need for your building including operations, services, policies and procedures.  |
| 601 City Center601 12th Street, Suite 275Oakland, CA 94607510-488-3500 |