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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 to[601CC@shorenstein.com](mailto:601CC@shorenstein.com). |
|  | Complete the [Tenant Move-In Form](file:///C:\Users\owells\Desktop\Tenant_Move-In_Form_.xlsx) and email it to: [601CC@shorenstein.com](mailto:601CC@shorenstein.com). |
|  | Contract Parking is managed by ABM Parking, contact Chet Adams at *415-351-4482 or* [Chet.Adams@abm.com](mailto: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](mailto: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:\Users\owells\Desktop\Building_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 Center  601 12th Street, Suite 275  Oakland, CA 94607  510-488-3500 | |