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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/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to 601CC@shorenstein.com |
|  | Complete the [Tenant Move-In Form](http://tenants.601citycenter.com/tenant-handbook-new/forms) and email it to 601CC@shorenstein.com. |
|  | Complete the [Tenant Contact Form](http://tenants.601citycenter.com/tenant-handbook-new/forms) and email it to 601CC@shorenstein.com. |
|  | For parking related questions contact Building Management Office. |
|  | 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/Parking Cards and Mail Key, etc. from the Building Management office in Suite 275. |
|  | Review the [Building’s Moving Procedures](file:///C:\Users\cbelanger\Downloads\Building_Moving_Procedures.docx). |
|  | Attend a scheduled pre-walk to view the existing conditions of the space with the Property Manager. |
|  | Inform your employees to submit an [Amenities User Agreement Form](http://tenants.601citycenter.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Fitness Center (2nd Floor), P1 (parking garage) Bike Cage and P1 (parking garage) Shower/Restroom Facility. |
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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, sustainability, building rules and regulations. |
| 601 City Center  601 12th Street, Suite 275  Oakland, CA 94607  510-488-3500  [601CC@shorenstein.com](mailto:601CC@shorenstein.com) | |