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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://www.marketsquare-sf.com/tenant-handbook-new/building-operations/rental-remittance)  |
| [ ]  | Reference the [Insurance Requirements Information](http://www.marketsquare-sf.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to MarketSquare@shorenstein.com. |
| [ ]  | Complete the [Tenant Contact Form](http://www.marketsquare-sf.com/tenant-handbook-new/forms) and email it to MarketSquare@shorenstein.com. |
| [ ]  | Complete the [Tenant Contact Form](http://www.marketsquare-sf.com/tenant-handbook-new/forms) and email it to MarketSquare@shorenstein.com. |
| [ ]  | Contact Parking at 415-861-2280 to contact for parking or parking questions. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact IMG @ 877-611-8908 for access to the riser system.  |
| [ ]  | Pick up Access Cards, Garage Cards, Restroom keys and Mail Key, etc. from the Property Manager. |
| [ ]  | Review the [Building’s Moving Procedures](http://www.marketsquare-sf.com/tenant-handbook-new/building-operations/moving-procedures). |
| [ ]  | 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://www.marketsquare-sf.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Bicycle Parking, Locker Room Access |
| [ ]  | It is mandatory that all vendors/contractors provide a Certificate of Insurance in compliance with our requirements **prior** to any work commencing. Please refer to Building Access Rules for details. |
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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://www.marketsquare-sf.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.  |
| Market Square1355 Market Street, 250San Francisco, CA, 94103415-437-7100MarketSquare@shorenstein.com |