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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 [themartsf@shorenstein.com](mailto:themartsf@shorenstein.com). |
|  | Complete the [Tenant Contact Form](http://www.marketsquare-sf.com/tenant-handbook-new/forms) and email it to [themartsf@shorenstein.com](mailto:themartsf@shorenstein.com). |
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|  | 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. |
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