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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.1818marketstreet.com/tenant-handbook-new/building-operations/rental-remittance)  |
| [ ]  | Reference the [Insurance Requirements Information](http://www.1818marketstreet.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to 1818MarketStreet@shorenstein.com. |
| [ ]  | Complete the [Tenant Move-In Form](http://www.1818marketstreet.com/tenant-handbook-new/forms) and email it to 1818MarketStreet@shorenstein.com. |
| [ ]  | Complete the [Tenant Contact Form](http://www.1818marketstreet.com/tenant-handbook-new/forms) and email it to 1818MarketStreet@shorenstein.com. |
| [ ]  | Contact LAZ Parking (Albert Loyola) at 215-301-8488 to contract for parking or parking questions. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. You will need to contact the Building Management Office to arrange for access to the riser system.  |
| [ ]  | Pick up Access Cards from the Building Management Office. |
| [ ]  | Review the [Building’s Moving Procedures](http://www.1818marketstreet.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 the fitness center is available for the exclusive use of our tenants for a small annual fee. For information about membership please visit <http://visionarywellnessco.com/1818fitness>. |
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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.1818marketstreet.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.  |
| 1818 Market Street1818 Market Street, Suite 1120Philadelphia, PA 19103215-567-74121818MarketStreet@shorenstein.com |