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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](mailto:1818MarketStreet@shorenstein.com). |
|  | Complete the [Tenant Move-In Form](http://www.1818marketstreet.com/tenant-handbook-new/forms) and email it to [1818MarketStreet@shorenstein.com](mailto:1818MarketStreet@shorenstein.com). |
|  | Complete the [Tenant Contact Form](http://www.1818marketstreet.com/tenant-handbook-new/forms) and email it to [1818MarketStreet@shorenstein.com](mailto: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 Street  1818 Market Street, Suite 1120  Philadelphia, PA 19103  215-567-7412  [1818MarketStreet@shorenstein.com](mailto:1818MarketStreet@shorenstein.com) | |