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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: [Rental Remittance Information](http://www.russbldg.com/tenant-handbook-new/building-operations/rental-remittance) |
|  | Reference the [Insurance Requirements Information](http://www.russbldg.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to[*RussBuilding@shorenstein.com*](mailto:RussBuilding@shorenstein.com)*.* |
|  | Complete the [Tenant Move-In Form](http://www.russbldg.com/download_file/view/143/536) and email it to[*RussBuilding@shorenstein.com*](mailto:RussBuilding@shorenstein.com)*.* |
|  | Complete the [Tenant Contact Form](http://www.russbldg.com/download_file/view/144/536) and email it to[*RussBuilding@shorenstein.com*](mailto:RussBuilding@shorenstein.com)*.* |
|  | Contact Parking at 415-421-5358 to contract for parking or parking questions. |
|  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact 844-824-0100 for access to the riser system. |
|  | Pick up Suite keys, Restroom keys and Mail Key, etc. from the Property Manager. |
|  | Review the [Building Moving Procedures](http://www.russbldg.com/download_file/view/147/462)*.* |
|  | Attend a scheduled pre-walk to view the existing conditions of the space with the Property Manager. |
|  | Review the [Building Rules & Regulations](http://www.russbldg.com/tenant-handbook-new/policies-procedures/general-building-rules-regulations). |
|  | Inform your employees to submit an [Amenities Agreement Form](http://www.russbldg.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Bicycle Room, Garage Parking Stamp, Monthly Parking. |
| ***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. |
|  | Visit Building Management Office to have pictures taken for Access Badges. |
|  | Review the [Tenant Handbook](http://www.russbldg.com/tenant-handbook-new/introduction/welcome)*.* The Tenant Handbook is a resource of information you need for your building including operations, services, building rules and regulations. |
| Russ Building  235 Montgomery Street, Suite 1125  San Francisco, CA 94104  415-421-7424  russbuilding@shorenstein.com | |