|  |
| --- |
| **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](https://tenants.usbanktowersacramento.com/tenant-handbook-new/building-operations/rental-remittance). |
| [ ]  | Reference the [Insurance Requirements Information](https://tenants.usbanktowersacramento.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to USBankTower@shorenstein.com. |
| [ ]  | Complete the [Tenant Move-In Form](https://tenants.usbanktowersacramento.com/tenant-handbook-new/forms) and email it to USBankTower@shorenstein.com.  |
| [ ]  | Complete the [Tenant Contact Form](https://tenants.usbanktowersacramento.com/tenant-handbook-new/forms) and email it to USBankTower@shorenstein.com. |
| [ ]  | Contact Parking at 916-446-2002 to contract for parking or parking questions. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Valley Communications at 916-349-7300 for access to the riser system.  |
| [ ]  | Pick up Access Cards, Suite keys and Mail Key, etc. from the Property Manager. |
| [ ]  | Review the [Building’s Moving Procedures](https://tenants.usbanktowersacramento.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](https://tenants.usbanktowersacramento.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Fitness Center Use Agreement and Bicycle Parking Application.  |
|  |  |
| ***Please do the following on and after the move in date:*** |
|  |  |
| [ ]  | Attend a Post walk with the Property Manager to check for damages during the move. |
| [ ]   | Review the [Tenant Handbook](https://tenants.usbanktowersacramento.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.  |
| U.S. Bank Tower621 Capitol Mall, Suite 2114Sacramento, CA 95814916-498-6215USBankTower@shorenstein.com |