|  |  |
| --- | --- |
| **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.707wilshire.com/tenant-handbook-new/building-operations/rental-remittance) |
|  | Reference the [Insurance Requirements Information](http://www.707wilshire.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to [707wilshireboulevard@shorenstein.com](mailto:707wilshireboulevard@shorenstein.com) |
|  | Complete the [Tenant Move-In Form](http://www.707wilshire.com/tenant-handbook-new/forms) and email it to [707wilshireboulevard@shorenstein.com](mailto:707wilshireboulevard@shorenstein.com) |
|  | Complete the [Tenant Contact Form](http://www.707wilshire.com/tenant-handbook-new/forms) and email it to [707wilshireboulevard@shorenstein.com](mailto:707wilshireboulevard@shorenstein.com) |
|  | Contact Parking at 213-614-4981 to contract for parking or parking questions. |
|  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Light Source 1 at 213-455-8155 for access to the riser system. |
|  | Pick up Access Cards, Garage Cards (issued by parking manager), Restroom keys (if applicable), and Mail key, etc. from the Property Manager. |
|  | Review the [Building’s Moving Procedures](http://www.707wilshire.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.707wilshire.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Exercise Class Waiver, Stair Climbing Waiver. |
|  |  |
| ***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](http://www.707wilshire.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. |
| Aon Center at 707 Wilshire  707 Wilshire Boulevard, Suite 4840  Los Angeles, CA 90017  213-614-2300  swatson@shorenstein.com | |