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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](https://tenants.washingtonsquare-mn.com/tenant-handbook-new/building-operations/rental-remittance). |
|  | Reference the [Insurance Requirements Information](https://tenants.washingtonsquare-mn.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to[wshsq@shorenstein.com](mailto:wshsq@shorenstein.com). |
|  | Complete the [Tenant Move-In Form](https://tenants.washingtonsquare-mn.com/download_file/view/213/606) and email it to [wshsq@shorenstein.com](mailto:wshsq@shorenstein.com). |
|  | Complete the [Tenant Contact Form](https://tenants.washingtonsquare-mn.com/download_file/view/212/606) and email it to[wshsq@shorenstein.com](mailto:wshsq@shorenstein.com). |
|  | Contact Reimagined Parking at 612-455-3723 to contract for parking or parking questions. |
|  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact the Property Management Office at [wshsq@shorenstein.com](mailto:wshsq@shorenstein.com)for access to the riser system. |
|  | Pick up Access Cards, Garage Cards, Restroom keys and Mail Key, etc. from the Property Management Office, 100 Washington Ave South, Suite 1306. |
|  | Review the [Building Moving Procedures](https://tenants.washingtonsquare-mn.com/download_file/view/214/462). |
|  | 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.washingtonsquare-mn.com/download_file/view/211/606) to the Building Management Office to access the following building amenity: Fitness Center. |
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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.](https://tenants.washingtonsquare-mn.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. |
| Washington Square  100 Washington Ave South, Suite 1306  Minneapolis, MN 55401  612-455-3700  [wshsq@shorenstein.com](mailto:wshsq@shorenstein.com) | |