



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](#)
- Reference the [Insurance Requirements Information](#) and forward the Tenant Certificate of Insurance to capellatower@shorenstein.com.
- Complete the [Tenant Move-In Form](#) and email it to tschultz@shorenstein.com.
- Complete the [Tenant Information Form](#) and email it to tschultz@shorenstein.com.
- Contact Parking at 612-338-2101 or ltronnes@spplus.com to contract for parking or parking questions.
- Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Dean Randall with Gephart at dean.randall@gephartlvs.com or 651-247-7756 for cabling within the riser system.
- Pick up suite keys and access cards from the General Manager.
- Review the [Building's Moving Procedures](#).
- Attend a scheduled pre-walk to view the existing conditions of the space with the General Manager.
- Inform your employees to submit an [Amenities User Agreement Form](#) to the Building Management Office to access the following building amenities: Bike Storage Rooms and Capella Tower Health Club.

Please do the following on and after the move in date:

- Attend a Post walk with the General Manager to check for damages during the move.
- Review the [Tenant Handbook](#). The Tenant Handbook is a resource of information you need for your building including operations, services, sustainability, building rules and regulations.

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