

Tenant's Move-In Checklist

Please do the following 3 weeks before the move-in date:

- ☐ Submit monthly rents using the reference rental remittance information.
- ☐ Reference the [Insurance Requirements Information](#) and forward the Tenant Certificate of Insurance to Dannielle.peterson@cbre.com
- ☐ Complete the [Tenant Move-In Form](#) and email it to Dannielle.peterson@cbre.com
- ☐ Complete the [Tenant Information Form](#) and email it to Dannielle.peterson@cbre.com
- ☐ Contact Parking at 612-338-2101 or ltronnes@spplus.com to contract for parking or with parking questions.
- ☐ Contact your Cable Vendor to add telecom cabling to the space. For cabling within the riser system, your vendor will need to contact 225Capella@css-mn.com
- ☐ 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](#). This is a resource for information on your building's operations, services, sustainability, and building rules and regulations.

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