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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: [Rental Remittance Information](http://www.lincolncentercampus.com/tenant-handbook-new/building-operations/rental-remittance) |
| [ ]  | Reference the [Insurance Requirements Information](http://www.lincolncentercampus.com/tenant-handbook-new/building-operations/insurance-requirements)and forward the Tenant Certificate of Insurance toLincoln-Nimbus@shorenstein.com*.* |
| [ ]  | Complete the [Tenant Move-In Form](http://www.lincolncentercampus.com/download_file/view/156/513) and email it toyour building management contact. |
| [ ]  | Complete the [Tenant Contact Information Form](http://www.lincolncentercampus.com/download_file/view/157/513) and email it toyour building management contact. |
| [ ]  | Contact Building Management Office at 503-619-3100 with parking questions or to request Site Maps with Loading Zones. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Montgomery Technologies at 1-844-824-0100for access to the riser system.  |
| [ ]  | Pick up Access Cards, Parking Passes, and Mail Keys from the Property Manager. |
| [ ]  | Review the [Building Moving Procedures](http://www.lincolncentercampus.com/download_file/view/158/462). |
| [ ]  | Attend a scheduled pre-walk to view the existing conditions of the space with the Property Manager.  |
| [ ]  | Review the [Building Rules & Regulations](http://www.lincolncentercampus.com/tenant-handbook-new/policies-procedures/general-building-rules-regulations)*.* |
| [ ]  | Inform your employees to submit an [Amenities Agreement Form](http://www.lincolncentercampus.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: 4 Lincoln Parking Permit, Bike Room Access and Shower Room Access. |
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| ***Please do the following on and after the move in date:*** |
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| [ ]   | Review the [Tenant Handbook](http://www.lincolncentercampus.com/tenant-handbook-new/introduction/welcome)*.* The Tenant Handbook is a resource of information you need for your building including operations, services, building rules and regulations.  |
| Lincoln Center10220 SW Greenburd Rd, Suite 310Portland, OR 97223503-619-3100 |