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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](http://www.krusewoodscorporatepark.com/tenant-handbook-new/building-operations/rental-remittance) [ ]  Meadows Road[ ]  Kruse Way |
| [ ]  | Reference the [Insurance Requirements Information](http://www.krusewoodscorporatepark.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to Kruse-Admin@shorenstein.com [ ]  Meadows Road[ ]  Kruse Way |
| [ ]  | Complete the [Tenant Move-In Form](http://www.krusewoodscorporatepark.com/tenant-handbook-new/forms)  |
| [ ]  | Complete the [Tenant Contact Form](http://www.krusewoodscorporatepark.com/tenant-handbook-new/forms)  |
| [ ]  | Contact the Management Office at 503-619-3200 for any parking questions. (i.e. reserved parking) |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Montgomery Technologies for access to the riser system. Advise the technician completing the installation to follow the [Cable Vendor Checklist.](http://www.krusewoodscorporatepark.com/tenant-handbook-new/forms)[ ]  Phone: 1-844-824-0100[ ]  Email: network@montgomerytech.net |
| [ ]  | Receive Access Cards, Suite Keys and Mail Key from the Property Manager. |
| [ ]  | Attend a scheduled pre-walk to view the existing conditions of the space with the Property Manager. |
| [ ]  | Review the [Building’s Moving Procedures](http://www.krusewoodscorporatepark.com/tenant-handbook-new/building-operations/moving-procedures)  |
| [ ]  | Inform your employees to submit an [Amenities User Agreement Form](http://www.krusewoodscorporatepark.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities:[ ]  4000 Kruse Way Place, Bldg. 3 – Suite 165[ ]  4949 Meadows Road, Suite 145[ ]  5285 Meadows Road, Kruse Woods I – Parking Garage[ ]  5335 Meadows Road, Kruse Woods II – Parking Garage |
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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](http://www.krusewoodscorporatepark.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.  |
| Kruse Woods Corporate Park5335 Meadows Road, Suite 275Lake Oswego, OR 97035503-619-3200 |