TENANT MOVE-OUT CHECKLIST

Tenant: _____ Suite Number: _____

Item	Due Date
☐ Move-Out Date: _____	
☐ Change of address provided to: Building Office, newspaper deliveries, etc.	
☐ Select a Moving Company. Name:_____	*At least four weeks prior to Move-Out Date.*
☐ Schedule Elevator use with the Building Office:	*At least four weeks prior to Move-Out Date.*
☐ Telephone and computer equipment to be removed. ♦ the wiring in the ceiling for both telephone and computer equipment and ♦ the cross-connects in the electrical/telephone closets on the your floor(s) and in the basement. *Contact your telecommunications company to schedule this work as soon as possible.*	*By Move-Out Date.*
☐ Return Building and Parking Access Cards. ($25 per lost card).	*By Move-Out Date.*
☐ Return Keys. ☐ Mail Box Keys.	*By Move-Out Date.*
☐ Return Fire Life Safety Flashlights and orange vests.	*By Move-Out Date.*
☐ Schedule a Walk-through Date:	*Day after Move-Out.*