

MOVE - OUT CHECKLIST

This checklist and the attached forms will help with your move. You may find it helpful to keep a copy of each completed form in this handbook.

ACTION ITEM

D Loading Dock and/or Freight Elevator Reservation Form

Form submitted _____ by _____

D Forwarding Address Form

Form submitted _____ by _____

D Tenant and Mover's Certificate of Insurance for Property Management

Form submitted ___ by _____

Please contact the Building Engineer with any additional questions.

