



Move Out Checklist

This checklist will help you with your move-out.

- Notify the Property Management Office of your move out date.
(770)232-6080.
- Arrange for your moving company.
(Moving Company Requirements Attached)
- Schedule the use of the loading dock and freight elevator.
- Notify the Property Management Office of your forwarding address
and telephone numbers.

Return all assigned keys and photo ID badges. The Property Management Office maintains an assigned key inventory.

Terminate contract for suite entry access control.

Cancel monthly parking contracts.

- Have you forgotten anything?
(See the next page)
- Property Damage Inspection

Have You Forgotten Anything?

Were the following notified of your move?

- The Post Office
- Vendors & Contractors
- Clients
- Friends
- The Management Office

Have arrangements been made to:

- Discard items not to be taken
- Remove personal items
- Clean the refrigerator
- Pack and move
- Move into the new office
- Remove the telephones
- Return rented items (bottled water)
- Return the keys
- Obtain all mail not forwarded
- Provide restroom access for movers
- Broom clean the space
- Make a final inspection