**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**

Loading Dock and/or Elevator Reservation Form

Form submitted \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date Contact*

Forwarding Address Form

Form submitted \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date Contact*

Tenant and Mover’s Certificate of Insurance for Management

Form submitted \_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date Contact*

*Please contact the Management office with any additional questions.*