

Real Estate Services

MOVE-OUT FORM

TENANT NAME: _____

BUILDING/SUITE: _____ SQUARE FEET: _____

TENANT CONTACT: _____

FORWARDING ADDRESS: _____

CURRENT PHONE: _____ NEW PHONE: _____

ORIGINAL LEASE TERM: FROM _____ TO _____

LEASE EXPIRATION DATE: _____ MOVE-OUT DATE: _____

TASK	RESP.	DATE COMPLETED	COMMENTS
ADMINISTRATIVE			
Update Tenant contact list			
Update vacancy report			
Update Angus			
Move out Notice w/balances and misc. charges (OPEX)			
Close Tenant File			
Update rent roll			
Update Schedules			
Obtain new address and ask tenant to forward all mail			
Update Utility PDF/Book			
Update Lease Abstract			
TENANT CONTACT			
Walk- thru; complete inspection checklist			
Collect Keys			
TASK	RESP.	DATE COMPLETED	COMMENTS
NOTIFY VENDORS			
Janitorial			
Utilities			
Notify HVAC for unoccupied setting and contract			
Notify fire alarm			
Notify Trash vendor			
Security: <ul style="list-style-type: none"> • Rekey Suite • Change Cylinders • De-activate access card(s) 			
LEASING/MARKETING			
Notify leasing agent			
Install leasing signs			
BUILDING			
Remove Suite Sign			
Update Directory			