



Republic Plaza

TENANT MOVE-OUT CHECK LIST

TENANT: _____ SUITE: _____ DATE: _____

MOVE OUT DATE: _____
Tentative Final

Forwarding Address: _____

New Phone: _____

Outstanding Changes: Y N Amount
 \$ _____

Outstanding Credits: Y N Amount
 \$ _____

Notified Vendors Y N
Newspaper:

Water:

Plants:

Other: _____

Returned Security Keys: Y N

Returned Brass Keys: Y N

Republic Plaza

TENANT MOVE-OUT CHECK LIST

MOVING INSURANCE: Y N

Contractor: _____ Certificate

Moving Contact Name: _____ Number: _____

Use of Freight Elevator: Y N
 Date(s): _____ Time(s): _____

Final Walk Through completed on: _____ at _____ a.m. / p.m.

Damage: Y N

To Be Completed by Property Management and Tenant

Landlord
Signature: _____

Tenant
Signature: _____

Date of Conversation: _____

Time: _____