



PALISADES

Move Out Checklist

This checklist will help you with your move. You may find it helpful to keep a copy of each completed form for your reference.

- Notify Property Management of you move out date – (678)501-3500**
- Arrange for your moving company. Be sure to give them a copy of the Building Moving Company requirements.**
- Schedule the use of the loading dock and freight elevator – call (678)501-3500**
- Notify the Property Management Office of your forwarding address and telephone numbers.**
- Return all assigned access cards and keys to the Property Management Office**
- Schedule Suite Walk Through with Property Management**
- Have you forgotten anything?**

Were the following notified of your move?

- The Post Office**
- Vendors and Contractors**
- Clients**
- Friends**
- The Property Management Office**

Have arrangements been made to:

- Discard items not being taken in the move**
- Remove personal items**
- Clean the refrigerator**
- Pack and move**
- Remove the telephones**
- Return rented items (bottled water, coffee machine, etc.)**
- Return office keys**
- Obtain all mail not forwarded**
- Broom clean the space**
- Make a final inspection**