
From: CBRE

To: Corporate Ridge I Tenant

Re: Move Out Letter

Dear Tenant,

We are sorry to hear that you will be moving out of the building. We have enjoyed having you as a tenant and wish you much success in your future location.

Listed below is some information and requirements of the building as it relates to your move.

- Please complete the Move-Out Information Sheet and return to CBRE as soon as possible.
- Please return all keys and access cards to CBRE.
- If you are using a moving company, CBRE needs a Certificate of Insurance listing the Owner and CBRE as additional insureds. Please see the Vendor COI Requirements for this information.
- Notify CBRE when you plan to begin your move so that we can coordinate with any other moves or work being completed at the building.
 - ***Moves need to be completed after business hours unless prior approval for another time was obtained. Please notify your moving company not to show up until 5:00pm or we will have to shut them down until after business hours.***
- Please refer to the Move-Out Checklist for additional information and requirements.

Also, all phone and data cabling that exists in your suite needs to be removed from your suite to the phone room. If you would like us to contract the work with our vendor and bill you for these services, please let us know.

If we can be of further assistance to you, please do not hesitate to reach out to us.

Sincerely,

CBRE

As Property Manager