

# Move-Out Checklist

## Tenant Copy

- Complete Move-Out Information Sheet and return to CBRE.
- Moving Company needs to submit a Certificate of Insurance to CBRE with correct additional insured information.
- Move-Out needs to occur after-hours (Mon-Fri after 5pm). Special arrangements must be made in advance for weekend moves with CBRE.
- Request the use of the loading dock with CBRE.
- Request the use of the freight elevator and any necessary access keys with CBRE.
- Coordinate final walk-through of space with CBRE.
- Collect all keys/access cards (suite, building, freight elevator, mailbox, if applicable) and turn in to CBRE.