

Move-Out Information Sheet

Please complete and return to **CBRE** approximately 30 days prior to lease expiration.

Tenant Information	
Tenant Name:	
Building Name:	
Suite Number:	
Contact Name:	
Current Phone Number:	
Forwarding Address:	
New Phone Number:	
Move-Out Date:	

Moving Company Information	
Company Name:	
Company Address:	
Company Contact:	
Company Phone Number:	

Please have your designated moving company submit a current Certificate of Insurance with the appropriate Certificate Holder and Additional Insureds Information to CBRE prior to the move. Please see the Vendor COI Requirements form for insurance requirements.

Please contact us to request the use of the building's loading dock and freight elevator for move-out purposes. Please note that moving out of the building must occur after-hours (Monday through Friday after 5pm) and may not occur during normal business hours. If it is necessary to move out on the weekend, special arrangements must be made with CBRE in advance.

Thank you for your cooperation.

CBRE

As Property Manager