

MOVE-OUT CHECKLIST

**Douglas
Emmett**



TENANT: _____ **SUITE #:** _____

1. Notify the Office of the Building of your move-out date and reserve freight elevator.
Date of Move: _____

2. Change of address submitted to post office.
Date Submitted: _____

3. Schedule your move-out with a professional moving company.
Date Submitted: _____

4. Moving company insurance certificate submitted to the Office of the Building.
Date Submitted: _____

5. 1901 Avenue of the Stars “Move-out Guidelines” information delivered to your moving company.
Date Submitted: _____

6. Building Security – Security is required for all move-outs at an additional charge to your company. The hourly rate for a security officer is \$25.00 per hour with a minimum of 4 hours. Schedule with the Office of the Building. **Date Scheduled:** _____

7. Excessive trash – If necessary, schedule additional trash pick-up with the Office of the Building. An additional charge may be assessed. **Date Scheduled:** _____

8. Monthly parking agreement – Give 30 days notice to Ampco Parking. This avoids unnecessary parking charges. **Date Submitted:** _____

9. Monthly parking cards – Return key-cards and key-fabs to Ampco Parking.
Date Submitted: _____

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10. If applicable, provide 30 days cancellation notice to the Office of the Building for any on-site, leased storage and return building keys. **Date Submitted:** _____
11. Coordinate telephone and data disconnect. A professional clean-up and removal of phone and data cabling is required. **Date Contacted:** _____
12. Clean vacated premises after the move. **Date Cleaned:** _____
13. If required, make necessary repairs to the premises after the move. A certificate of insurance will be required for any outside service provider being used. **Date Scheduled:** _____
14. Tenant forwarding address submitted to the Office of the Building. **Date Submitted:** _____
15. Return all office keys to the Office of the Building. **Date Submitted:** _____
16. Schedule final walk-through of the premises with the Office of the Building. This is required prior to refund of the security deposit. **Date Scheduled:** _____