

FRANKLIN TOWER
MOVE OUT CHECKLIST

This checklist will help you with your move-out.

- Notify the Property Management Office of your move out date.
(202) 408-7700.
- Arrange for your moving company.
(Moving Company Requirements Attached)
- Schedule the use of the loading dock and freight elevator.
(Form Attached)
- Notify the Property Management Office of your forwarding address and telephone numbers.
- Return all assigned keys and photo ID badges. The Property Management Office maintains an assigned key inventory.
- Collect all Kastle keys from employees.
- Terminate contract for suite entry access control.
- Cancel monthly parking contracts.
- Have you forgotten anything?
(See the next page)
- Property Damage Inspection



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HAVE YOU FORGOTTEN ANYTHING?

Were the following notified of your move?

- The Post Office
- Vendors & Contractors
- Clients
- Friends
- The Management Office

Have arrangements been made to:

- Discard items not to be taken
- Remove personal items
- Clean the refrigerator
- Pack and move
- Move into the new office
- Remove the telephones
- Return rented items (bottled water)
- Return the keys
- Obtain all mail not forwarded
- Provide restroom access for movers
- Broom clean the space
- Make a final inspection