



**THE COMMONWEALTH BUILDING**  
**MOVE OUT CHECKLIST**

This checklist will help you with your move-out.

Notify the Property Management Office of your move out date.  
**(202) 331-1393.**

Arrange for your moving company.  
(Moving Company Insurance 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. The Property Management Office maintains an assigned key inventory.

Collect all Datawatch keys from employees.

Terminate contract for suite entry access control.

Have you forgotten anything?  
(See the next page)

Property Damage Inspection



**THE COMMONWEALTH BUILDING**  
**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