

**HAMILTON SQUARE**  
**MOVE OUT CHECKLIST**

This checklist will help you with your move-out.

- Notify the Property Management Office of your move out date.  
**(202) 388-0110.**
- 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



**HAMILTON SQUARE**  
**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