

One Eleven Congress



Customer Move-Out Checklist

- ✓ Notify Property Management & Security of actual move-out date(s) via work order.
- ✓ Submit work order for movers including company name, pick-up day(s) and time(s).
 - Please note that we must have a Certificate of Insurance for the moving company prior to moving day.
 - Move-Corp is a popular moving vendor and they meet our building's insurance requirements.
 - Moving companies may take 1 trip on the freight during business hours (to drop off bins & moving supplies), but items cannot be moved out on the freight during business hours, which are 7a-7p, Mon-Fri – moves must be scheduled outside of this time frame.
- ✓ If you are donating furniture, submit a work order including charity's name, authorized person(s) to pick-up items, pick-up day(s) and time(s). Only 1 trip on the freight permitted during business hours.
- ✓ Submit work order for any vendor picking-up leased equipment (copiers, breakroom peripherals, etc.).
- ✓ Please note that we must have a Certificate of Insurance for the vendor prior to the pick-up day.
- ✓ Return all hard keys (including mailbox keys), FOBs (including gym FOBs), and parking garage hang tags (as applicable) to Property Management office.
 - You will be charged for all unreturned FOBs and hang tags.
- ✓ Forward mail and place an index card with "VACANT" inside of your assigned mailboxes.
 - Please reach out to Property Management to confirm your mailbox number(s) if unsure.
- ✓ Provide Property Management with your forwarding addresses for both (1) regular mail notices and (2) accounting-related (billing) correspondence via email to Stephanie Knapp (sknapp@cousins.com), Kirsty Williams (kwilliams@cousins.com) and Sky Turner (sturner@cousins.com).
- ✓ Remove interior signage from walls in accordance with Lease Agreement.
- ✓ Remove "Required Removables" in accordance with Lease Agreement (as applicable and including but not limited to cabling, internal stairways, raised floors, personal baths & showers, vaults, and rolling file systems).
 - One Eleven's riser manager, Datasavior, can be contracted at tenant's expense to assist with removing cabling from your suite.
- ✓ Provide all regular delivery vendors notification of your forwarding address.
- ✓ Leave suite(s) broom-clean, and in good order, condition and repair with ordinary wear and tear excepted (including nail holes for picture frames, etc.).
 - PJS can provide a quote to clean your suite and dispense of smaller items as needed at tenant's expense. Please email Property Management beforehand to assist with arrangements if desired.

