

**MOVE OUT CHECKLIST
1300 MAIN**

ACTION ITEMS

- Loading Dock and/or Freight Elevator Reservation Form
Form submitted on _____ by _____
Date Contact

- Forwarding Address Form
Form submitted on _____ by _____
Date Contact

- Tenant and Mover's Certificate of Insurance for Management
Forms submitted on _____ by _____
Date Contact

Please contact the Building Management Office at 713-989-1900 with any questions.

