



## MOVE – OUT CHECKLIST

COMPLETE	← Complete & submit form to Aspen Office	For office use only → APPROVED	
<input type="checkbox"/>	COMPANY NAME	DATE OF MOVE	<input type="checkbox"/>
<input type="checkbox"/>	MOVE CONTRACTOR	CONTRACTOR CERTIFICATE OF INSURANCE RECEIVED Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BOOK FREIGHT ELEVATOR - <a href="http://service.aspenproperties.ca">service.aspenproperties.ca</a> or 780.392.8790 DATE _____ TIME _____ : _____ (MM/DD/YYYY) Note: Tenant moves must occur outside of regular business hours: Monday to Friday, 6:00 pm - 6:00 am, and anytime on weekends. Please also be informed that your moving company will be required to check-in with security upon arrival.		<input type="checkbox"/>
<input type="checkbox"/>	NOTIFY ASPEN OF ALL WORK BEING PERFORMED ON YOUR SPACE AND PROVIDE A CONTRACTOR SCHEDULE (if applicable) DATE SUBMITTED _____ (MM/DD/YYYY) Note: Refer to Construction Rules and Regulations Manual - <a href="http://www.aspenproperties.ca">www.aspenproperties.ca</a>		<input type="checkbox"/>
<input type="checkbox"/>	CHANGE MAILING ADDRESS AND ARRANGE FOR MAIL FORWARDING FORWARDING ADDRESS _____ DATE SUBMITTED _____ _____ (MM/DD/YYYY) _____ _____ Note: This information will be given to clients who may look for your company in the building after your departure. A forwarding address is also required for the submission of yearly operating cost adjustments.		<input type="checkbox"/>
<input type="checkbox"/>	RETURN ALL SECURITY ACCESS CARDS AND KEYS DATE SUBMITTED _____ (MM/DD/YYYY)		<input type="checkbox"/>
<input type="checkbox"/>	CANCEL MONTHLY PARKING Contact ParkChamp to cancel parking stalls at <a href="mailto:stacey@parkchamp.ca">stacey@parkchamp.ca</a>		<input type="checkbox"/>
<input type="checkbox"/>	RETURN MAILBOX KEYS DATE SUBMITTED _____ (MM/DD/YYYY)		<input type="checkbox"/>

Please sign upon completion

For office use only

COMPANY REPRESENTATIVE

ASPEN PROPERTIES LTD.

ASPENPROPERTIES.CA



X \_\_\_\_\_  
—

X

Date \_\_\_\_\_  
(MM/DD/YYYY)

Date \_\_\_\_\_  
(MM/DD/YYYY)

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