



Tenant name:
TRINITY CENTRE
58__Trinity Parkway, Centreville, VA

MOVE OUT CHECK LIST

CHECK LIST	YES/NO/ N/A	COMMENTS (explain NO & N/A)
Suite Keys Returned		
Restroom Keys Returned		
Mail Box Keys Returned		
Access Keys Returned		
Access keys assigned to tenant de-activated		
Access Control De-Activated.		
Suite architectural drawings returned		
Suite Sign & Directory Strip Removed.		
Name removed off Mail Box.		
Cleaning Company notified of Vacancy.		
Suite Cleaned and Closed out by Cleaning Company		
Additional door locks, i.e., cyber locks or dial locks removed		
All doors accounted for		
Building Owned furniture (if applicable) in good condition & all accounted for.		
Venetian blinds on exterior windows in good working condition		
Data lines removed or status (lease dependent)		
Telephone lines removed or status (lease dependent)		
All trash removed from Suite (if to be removed by Management tenant charged)		
No damage above "normal wear & tear"		
Tenant charged for damages		
Other		
Tenant new address:		

Tenant signature and date:

Cushman & Wakefield representative signature and date: