



Move-Out Exit Form

Move-Out Exit Form

Must be completed at the time of elevator reservation - No exceptions

Today's Date: _____
 Scheduled Move Date: _____ AM PM - Elevator North South
 Unit #: _____
 Resident Name[s]: _____
 Forwarding Address: _____
 Contact Number: _____ Email Address: _____

| If resident[s] vacating are the Owners: | If resident[s] vacating are the Renters: |
|--|--|
| <input type="checkbox"/> Moving due to sale of unit, moving fees will be paid at closing. <input type="checkbox"/> Moving for another reason, attached is my Check no. _____ for \$_____ dated _____. | <input type="checkbox"/> Attached is my Check no. _____ for \$_____ dated _____. <input type="checkbox"/> Verify move fees have been paid in full. Check no. _____ for \$_____ dated _____. |
| <input type="checkbox"/> Moving within the building? From Unit _____ to Unit _____ | <input type="checkbox"/> Moving within the building? From Unit _____ to Unit _____ |

Indicate Status and Correlating Numbers* of:

Keys returned Yes No N/A
 Date to deactivate access device: _____

*FOB device[s]/Proximity card[s]:

| FOB 1 # | FOB 2 # | Proximity Card # |
|---------|---------|------------------|
|---------|---------|------------------|

*Garage remote[s]:

| GR #1 | GR #2 | Use back if additional space needed |
|-------|-------|-------------------------------------|
|-------|-------|-------------------------------------|

Storage unit #: _____. Cleaned out Yes No N/A
 Phone number in Sentex Entrance System? Yes No N/A; Number: _____

----- For Ellington Use Only -----

Concierge on duty: _____
 Yes No Move procedures explained to residents? Form faxed to MO
 Sentex number deactivated by _____ Form faxed to property management
 Information recorded on Elevator Reservation Calendar Form filed in unit file
 Information revised in MS Outlook - contact list Sentex system updated

----- For Property Management Use Only -----

Confirm move fees paid Enter information in roster
 Enter information in Skyline File in unit file
 Initials: _____