

PARKWAY NORTH CENTER MOVE OUT CHECKLIST

- Notify Colliers International of your intent to vacate and your move out date.
- Coordinate ComEd electricity meter billing transfer with Building Management.
- Arrange for your moving company and schedule with Building Management. Supply Building Management with a certificate of insurance. See Vendor Insurance Requirements section for insurance requirements.
- Recycle bins are the property of the building. Please leave those behind when you move.
- Notify the Building Management Office and Post Office of your forwarding address and telephone numbers.
- Return all assigned keys to the Building Management Office.
- Schedule a date for your final Property Damage Inspection.

PROPERTY DAMAGE INSPECTION

Once your move out of Parkway North Center is complete, Colliers International will conduct a final property damage inspection. Please schedule this inspection as soon as possible after your move is completed.

Once your space is vacant, it should be left in a “broom clean” condition. Any additional cleaning that must be done will be billed back to your company. If any damage has been done to your space, the cost of repairing that damage will also be billed back to your company. For more information about the Property Damage Inspection, please contact the Building Management Office at 847-597-2350.