

# 2700

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# Colorado

## MOVING NOTICE

FROM (Building) \_\_\_\_\_ BUILDING # \_\_\_\_\_

TENANT \_\_\_\_\_ SPACE \_\_\_\_\_ S.F. \_\_\_\_\_

PRIME       SUB  
(Please check)

TENANT CONTACT \_\_\_\_\_

PHONE # \_\_\_\_\_

PRIME TENANT \_\_\_\_\_ PHONE # \_\_\_\_\_

SUBTENANT \_\_\_\_\_ PHONE # \_\_\_\_\_

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**MOVE IN** OCCUPANCY DATE \_\_\_\_\_

TENANT KEYS DELIVERED \_\_\_\_\_ (Date)      LOBBY DIRECTORY STRIPS ORDERED \_\_\_\_\_ (Date)      FLOOR DIRECTORY STRIPS ORDERED \_\_\_\_\_ (Date)      TENANT KIT DELIVERED \_\_\_\_\_ (Date)

MOVING CO. & TRUCK LICENSE # \_\_\_\_\_

**CONTRACTORS NOTIFIED:**

MOVING \_\_\_\_\_ (Date)      CLEANING \_\_\_\_\_ (Date)      OTHER \_\_\_\_\_ (Name)      \_\_\_\_\_ (Date)

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**MOVE OUT**

**DEPARTURE**

DATE \_\_\_\_\_

**FORWARDING ADDRESS** \_\_\_\_\_

**MOVING CO. & TRUCK LICENSE #** \_\_\_\_\_

**LEASE EXP. DATE** \_\_\_\_\_  
**AREAS** \_\_\_\_\_

**FULL/PARTIAL MOVE** \_\_\_\_\_

**TENANT KEYS RECEIVED** \_\_\_\_\_  
(Date)

**LOBBY DIRECTORY STRIPS REMOVED** \_\_\_\_\_  
(Date)

**FLOOR DIRECTORY REMOVED** \_\_\_\_\_  
(Date)

**CONTRACTORS NOTIFIED:**

**MOVING** \_\_\_\_\_ **CLEANING** \_\_\_\_\_ **OTHER** \_\_\_\_\_  
(Date) (Date) (Name) (Date)

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