

TENANT MOVE-OUT CHECKLIST

- For **On Campus space** - Notify the Office of Real Estate & Space Administration of intent to vacate at spaceadmin@ucf.edu at least 30 business days prior to move-out.

For **Foundation space** – Give the Foundation/CBRE written notice of intent to vacate six (6) months prior to move out.

For **Non-Foundation space** - Give Landlord written notice of intent to terminate lease, in accordance with lease requirements.

- Submit a TRF form to ucf.service-now.com/ at least 45 business days prior to move out to relocate phone lines and shut off services.
- If transferring existing AV or multimedia equipment to a new space, contact Office of Instructional Resources at OIR@ucf.edu at least 45 business days prior to moving the equipment.
- Notify Utilities and Engineering Services at energy.ucf.edu at least 30 business days prior to move-out to schedule a utility shut-off date.
- To relocate or dispose of chemicals, contact Environmental Health & Safety Research and Environmental Support, Laboratory Safety at ehs.ucf.edu/staff-directory at least 30 business days prior to move out.
- Contact Surplus Property at fo.ucf.edu/enterprise-logistics/surplus-property/ to schedule a pick-up of any unwanted furnishings.
- Ensure premises are returned to original condition and left clean. Take pictures to verify condition on move-out.
- Schedule final walk-through with the Landlord/Property Manager.