



## Move-Out Guidelines

The following guidelines are **required** from tenants moving out of Southfield Town Center:

1. All moves **must** have prior approval by Blackstone Property Management. A detailed memo on company letterhead outlining the requested date, time and moving company should be submitted to the Blackstone Property Management offices, to the attention of the Property Manager. This should also include the official forwarding address, contact person and last date of occupancy.
2. Move-outs are permitted either weeknights after 6:00pm or any weekend hours.
3. All Secards, suite keys and mailbox keys must be returned to the Blackstone Property Management offices on or before the last day of occupancy. **Secards not returned are subject to a \$20 non-returned charge.** A list of Secards issued may be obtained from the Security Office, 248-358-0908.
4. Suites should be left in broom clean condition. All furniture or any other trade fixtures installed by the tenant should be removed. Trades or contractors requiring access to the suite in absence of tenant representative must have written authorization from the tenant submitted to the Property Manager.
5. Remaining trash should be placed in plastic bags or neatly piled inside boxes and labeled **“TRASH”**.
6. **All telecommunications equipment, computer cabling and other communications equipment must be removed from the suite. This includes all phones, phone boards and phone wiring pulled back to the source and removed from suite.**
7. The Property Manager will inspect the suite after the tenant has vacated the premises. Any security deposit held by Landlord will be refunded after the suite is determined to be in satisfactory condition.
8. If the tenant desires a joint inspection, prior arrangements should be made with the Property Manager.
9. The moving company must provide a Certificate of Insurance naming BRE/SOUTHFIELD LLC as the Certificate Holder and BREA PROPERTY MANAGEMENT OF MICHIGAN, LLC & BREA MANAGEMENT LLC as Additional Insureds with the name of tenant / building / suite number listed in the Additional Insured section.
10. Recommended that movers use masonite on all floors. Movers will also properly dispose of their trash and **not** utilize open top/construction dumpsters, nor hold open any freight elevator. Damage to the freight elevator by tenants mover will be the financial responsibility of the tenant.

Thank you for your cooperation. Please contact the building office with any questions.

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