

MOVE OUT PUNCH LIST

2500 Lakeview Association
2500 N. Lakeview
Chicago, IL 60614
773-525-2500
Fax: 773-525-2573

Forms and Necessary Documents:

1. Call Management 30 days ahead to schedule a move out date. Move out time allotments are 8:30AM until 4:30PM, Monday through Friday only. Weekend moves are not allowed.
- 2) Once move out date and time is established, Management will need a \$200 check (non-refundable) for elevator usage and a \$100 security deposit on the elevator. Please write 2 separate checks and payable to **The 2500 Lakeview Association**. As soon as Management receives the checks, your date will be set.
- 3) Please leave a forwarding address with Management.
- 4) Notify the building and garage office of the intended move out date and when you will be cancelling parking in garage.
- 5) Empty out storage locker in basement.
- 6) Don't forget any bicycles you may own and is stored in the garage.