



Velika Realty Inc.

Tenant Move Out Form

Please Fill out this form and Fax it back to our office at 613-692-6792

Tenant Information

Tenant First Name: _____ Tenant Last Name: _____

Current Address: _____

Phone Number: _____ Fax: _____

Email: _____ Move Out Date: _____

Moving Company (If Applicable)

Company Name: _____

Phone Number: _____ Fax: _____

New Address Information

New and/or Forwarding Address: _____

New Phone Number: _____ New Fax: _____

- **Suite Inspection:** Your property manager will contact you to schedule an inspection of your Suite(s) approximately 30-60 days prior to your move-out date.
- **Keys:** On your move-out date, please ensure to turn in all building/suite access keys, access cards, parking tags and any other company property to your property manager.

Form Filled Out By:

Full Name: _____ Date: _____

Signature: _____