Office move checklist for Dallas businesses

Green Van Lines · Office movers in Dallas–Fort Worth · Updated 2026-11-10

Company _____ Move date _____ New address _____

First: the lease, both buildings and the city

- [ ] Read the move-out terms in your current lease: restoration, furniture the landlord owns, final walkthrough date
- [ ] Get the move rules from both buildings: elevator reservations, loading-dock hours, protection required for floors and walls
- [ ] Ask both buildings what certificate of insurance they need from the mover, and who it must name
- [ ] Dallas: apply for the new space's Certificate of Occupancy through DallasNow

City of Dallas: Certificate of Occupancy: https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/certificate_occupancy.aspx

Book the walkthrough and number the floor plan

- [ ] Book a walkthrough (in person or by video) and get the quote in writing
- [ ] Number every workstation, office and common area on the new floor plan
- [ ] List what is not coming: retired furniture, files for shredding or storage, landlord-owned items
- [ ] Pick the move window: evening, weekend, or phased by department or floor

IT, internet and phones

- [ ] Order internet and phone service at the new address and confirm the install date
- [ ] Build an asset list: computers, monitors, printers, phones, each tagged to a floor-plan number
- [ ] Agree who disconnects and reconnects (your IT) and who packs and moves (the movers)
- [ ] Back up servers and shared drives before anything is unplugged

Update your address with the IRS and Texas

- [ ] IRS Form 8822-B (business mailing address or location)
- [ ] Texas Comptroller: move a business location (sales tax permit holders)
- [ ] Texas Comptroller: change mailing address (sales, franchise tax)
- [ ] Texas Secretary of State Form 401, if the registered office is moving
- [ ] USPS business change of address

IRS: Form 8822-B: https://www.irs.gov/forms-pubs/about-form-8822-b
Comptroller: move a business location: https://comptroller.texas.gov/web-forms/manage-account/add-location/
Comptroller: change mailing address: https://comptroller.texas.gov/web-forms/manage-account/change-address/
Texas SOS: Form 401 instructions: https://www.sos.state.tx.us/corp/instructions/401.shtml
USPS: forward mail: https://usps.com/manage/forward.htm

Two weeks out: packing and labels

- [ ] Decide who packs what: staff desks, common areas, files, equipment
- [ ] Hand out crates and labels; every label carries a floor-plan number
- [ ] Seal or lock file crates in cabinet order
- [ ] Empty and defrost the break-room fridge; clear personal items from shared spaces

Move weekend and the first Monday

- [ ] Confirm elevator reservations and dock times at both buildings
- [ ] Walk the old space after load-out; note anything left for the landlord walkthrough
- [ ] At the new office, check every space against the floor plan before the crew leaves
- [ ] IT reconnects and tests each workstation
- [ ] Monday: collect a short punch list from each department

After the move: tell everyone else

- [ ] Update the address on your website, Google Business Profile and other listings
- [ ] Tell clients, vendors, your bank, insurers and payroll provider
- [ ] Update letterhead, invoices, email signatures and building signage
- [ ] Return keys and access cards to the old building

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