



SOUTH RIVERSIDE PLAZA

PROPERTY REMOVAL PASS

Fill out this form completely then present it to the Security Officer at the Lobby Desk or Dock Office for approval.

Only a Tenant's pre-authorized employee can sign for the removal of items out of the building. The printed name and signature will be compared to the signature on file.

DATE: _____ **TIME:** _____

Items Removed From: _____ **Tenant:** _____ **Floor:** _____

Items Removed By: _____

Description:

Serial Number(s): _____

| |
|---|
| Authorizer (print): |
| Authorizer Signature: |
| Signature Matches: <input type="checkbox"/> |

| | |
|----------------------------------|--------------|
| Officer (print name & signature) | Date: |
|----------------------------------|--------------|