



PROPERTY REMOVAL PASS

Fill out this form completely then present it to the Security Officer at the Lobby Desk or Dock Office for approval. NOTE: Tenants are not permitted on the loading dock without building management approval. Dock use must be arranged through Building Management.

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:
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