SOUTH RIVERSIDE

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: ❑

Officer (print name & signature)	**Date:**

300 South Riverside Plaza, Suite 325, Chicago, IL 60606 312-676-2500 300SRP@300river.com

Revised; 08/15/25