



PROPERTY REMOVAL PASS

If you intend to remove any property from the building, you may do so only through the Loading Dock and must present Security with a photo ID and this Property Removal Pass signed by an Authorized Signatory. Property may not be transported through the main building lobby.

Tenant: _____

Date(s) and Time(s) of Property Removal: _____

Name of Employee Removing Property: _____

The aforementioned individual is authorized to remove the specific items and quantities described below through the building Loading Dock exit:

Tenant Authorized Signature: _____ Date: _____

Tenant Authorized Signatory Printed Name: _____

This pass is not valid unless signed by an Authorized Signatory and must be surrendered to the officer on duty.