



**Promenade  
Property Removal Form**

Person Removing Property:

Name (Print): \_\_\_\_\_

Date of Removal: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Department: \_\_\_\_\_

Access Card ID#: \_\_\_\_\_ Suite #: \_\_\_\_\_

Removal Authorized By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Removing Person's Signature: \_\_\_\_\_

Estimated Return Date (if applicable): \_\_\_\_\_

<u>Quantity</u>	<u>Description of Item(s)</u>	<u>Serial #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of Property Being Removed (Check)

\_\_\_\_\_ Company    \_\_\_\_\_ Contractor    \_\_\_\_\_ Personal

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To be completed by Security at time of removal:

Security Officer's Name (Print): \_\_\_\_\_

Shift: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Management Office