

560 Mission

PROPERTY REMOVAL AUTHORIZATION

In the interest of protecting our tenants against unauthorized removal of business equipment (typewriters, calculating machines and the like) the Management has asked all tenants give the person carrying such articles out of the building a pass or letter of authorization. Sometimes through oversight this is not done and in the majority of instances such removal is proper and in order. To adhere to the letter and refuse to permit such authorized removal might readily inconvenience a tenant or representative. Therefore, to relieve the Security Officer on duty of responsibility, the Management requests that the person desiring to remove articles of the nature described above fill in and sign the attached form.

DATE: _____

TIME: _____

COMPANY: _____

THIS WILL CERTIFY THAT I, _____, OF
Name of Person

_____ AM REMOVING THE FOLLOWING DESCRIBED
Room or Suite #

ARTICLES:

Print Name

Authorized Signature