

Town Center
Property Removal Authorization Form

Property Removal Forms are used for the removal of any material or equipment from the Building after normal business hours that may appear to be property of a tenant company. Security personnel will request this form to prevent unauthorized removal of items.

DATE: _____

COMPANY: _____

INDIVIDUAL REMOVING PROPERTY: _____

DESCRIPTION OF PROPERTY
BEING REMOVED (PLEASE BE SPECIFIC):

This authorization form is not a warranty of any kind by Continental Realty or Columbus/East Town – OP&F, the condition or operation of any property or equipment removed from the premises cannot be verified.

DATE OF REMOVAL: _____

TIME OF REMOVAL: _____

AUTHORIZED SIGNATURE & TITLE
(TENANT OR MANAGEMENT CONTACT)

SECURITY OFFICER USE ONLY

TIME OF REMOVAL: _____
DATE OF REMOVAL: _____
SIGNATURE: _____