

**PROPERTY REMOVAL FORM
1625 AND 1675 BROADWAY**

In order to protect tenant property, this form is required any time office equipment, files, furniture, etc. is removed from the building. This form must be signed by a tenant Authorized signer approving the removal and presented to security at the time of removal upon request.

Today's Date: _____

Tenant: _____

Tower: _____ Suite _____

Name of person removing property: _____

Items being removed (be specific):

Removal Date: _____ Removal Time: _____

Additional comments/information:

**Please provide a signed copy of this form to the person removing property.
They need to present to security upon request.
Security will retain this form after reviewing.**

Tenant Authorized Signature: _____

Printed name: _____

To be completed by security Personnel:

Authorization received and verified by: _____

Date of removal: _____ Time of removal: _____

Submit completed form to: buildingforms.dec@am.jll.com