



# Property Removal Pass

180 North LaSalle Street  
Chicago, IL 60601  
(312) 827-7800

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Floor: \_\_\_\_\_ Suite: \_\_\_\_\_ Time: \_\_\_\_\_

Bearer's Name: \_\_\_\_\_

The bearer of this pass is permitted to remove the following items, equipment or materials from the building:

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**Pass will not be honored unless:**

1. All items to be removed are listed on this form;
2. I.D. must be presented to Building Security;
3. Property may **ONLY** be removed on the date of this pass;

**Instructions:**

1. Complete this form in its entirety;
2. Obtain Authorized Signature;
3. Present this form to Security with proper I.D. when leaving with the item(s);
4. Property Removal Passes will be collected by Building Security.