

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY REMOVAL FORM  
HOUSTON CENTER CENTRAL SECURITY

1-HC      2-HC      FBT      4-HC

TENANT \_\_\_\_\_

EQUIPMENT REMOVED BY : \_\_\_\_\_

TDL# \_\_\_\_\_ PHONE: \_\_\_\_\_

| DESCRIPTION | MANUFACTURE | MODEL | SERIAL NUMBER |
|-------------|-------------|-------|---------------|
|             |             |       |               |
|             |             |       |               |
|             |             |       |               |
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|             |             |       |               |
|             |             |       |               |
|             |             |       |               |

SIGNATURE OF PERSON **REMOVING** PROPERTY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SIGNATURE OF PERSON **AUTHORIZING** REMOVAL: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

\*\*\*\*\* THIS SECTION TO BE FILLED OUT BY SECURITY ONLY \*\*\*\*\*

SECURITY OFFICER: \_\_\_\_\_

DATE OF REMOVAL: \_\_\_\_\_ TIME OF REMOVAL: \_\_\_\_\_

TDL# \_\_\_\_\_ TDL VERIFIED? (YES) \_\_\_\_\_ (NO) \_\_\_\_\_