



# PROPERTY REMOVAL REQUEST FORM

Form CT-08

## Warner Corporate Center

To authorize the removal of specified items each time you wish to transport property from the building (i.e. personal computers, furniture, parcels, boxes, equipment, etc.), please complete this form, have an authorized person sign it and return it to the Security Officer at the Lobby Console or to the Office of the Building.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>	
<b>Suite No.:</b>		<b>Date:</b>	

Date:	Time: ____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Name of person/company removing property:	
Driver's License # of above person:	
Description of item(s) being removed:	
Current location of item(s) being removed:	

<b>Tenant Authorized Person:</b>	Signature:	
	Type/print name & title:	

BUILDING SECURITY/MANAGEMENT USE ONLY		
<b>Received:</b>	Signature:	Date and Time:
	Type/print name & title:	

If you have any questions, please contact the Office of the Building:  
Phone: 818-999-9033 Fax: 818-704-5860 Email: [wcc@douglasemmett.com](mailto:wcc@douglasemmett.com)  
21300 Victory Boulevard, Suite 210, Woodland Hills, CA 91367