

3800

Alameda

Burbank, California 91505

818-846-6804 phone

818-846-9820 facsimile

www.3800alameda.com

PROPERTY REMOVAL PERMIT

(Please Print)

Today's Date: _____

Tenant Name: _____ Suite: _____

Company/Contractor and/or Person removing furniture, equipment, or large objects:

Date of Property Removal: _____ (mm/dd/year)

Time: _____ to _____

Description of Items Being Removed:

**Please note that all vendors/contractors performing work at 3800 Alameda must have a current certificate of insurance on file with the office of the building located in suite 100 on the ground floor. In addition a contractor access form must be attached with this form. There are NO exceptions to this policy.*

**All work requiring reservation of the freight elevator & loading dock for removal/installation of large furniture and equipment or large quantities of supplies and materials must be done after hours building hours (Monday-Friday, before 8:00 am and after 6:00pm. Saturday & Sunday-All Day)*

Tenant Authorized Signature: _____ Phone#: _____

Authorization by office of the building by: _____