Collection Of Property Checklist



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service requirements.

[Service Name]

|  |  |
| --- | --- |
| **Property**  | **Date Received** |
| Service keys/ swipe card |  |
| Security ID card [if applicable] |  |
| Parking sticker [if applicable] |  |
| Documentation, including computer files |  |
| Computer/IT equipment |  |
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|  |  |
| --- | --- |
| **Employee leaving:** |  |
| **Signature:** |  | **Date**: |  |
| **Committee representative:** |  |
| **Position:** |  |
| **Signature:** |  | **Date:** |  |