

Property Return Checklist

## Name: [Employee Name]

## Position: [Employee Position]

## Termination date: [Termination Date]

The following property of [Company Name] must be recovered or actioned prior to [Employee Name] leaving the employment of [Company Name]. The [Insert Position] must initial and tick the appropriate columns.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Returned | Not applicable | Initial |
| 1. Uniforms and Personal Protective Equipment |  |  |  |
| 1. Security/access cards |  |  |  |
| 1. Office entry keys/passes |  |  |  |
| 1. Office internal keys/passes |  |  |  |
| 1. Locker key/pass |  |  |  |
| 1. Filing cabinet keys/pass |  |  |  |
| 1. Building entry keys/passes |  |  |  |
| 1. Parking permit |  |  |  |
| 1. Staff ID card |  |  |  |
| **Vehicles, tools of trade, equipment** |  |  |  |
| 1. Company vehicle and keys |  |  |  |
| 1. Company vehicle inspection |  |  |  |
| 1. Vehicle accessories belong to the company (e.g. GPS devices, Bluetooth accessories, First Aid kits, fire extinguishers, etc) |  |  |  |
| 1. Tools of trade supplied by the business |  |  |  |
| 1. Equipment supplied by the business |  |  |  |
| **IT** |  |  |  |
| 1. Mobile phone |  |  |  |
| 1. Mobile phone charger |  |  |  |
| 1. Pager |  |  |  |
| 1. Information storage devices - e.g. flash storage drives, CDs/DVDs |  |  |  |
| 1. Laptop and charger |  |  |  |
| 1. Other computer equipment |  |  |  |
| **Business cards** |  |  |  |
| 1. Business credit cards |  |  |  |
| 1. Cabcharge cards |  |  |  |
| 1. Petrol card |  |  |  |
| **Printed material** |  |  |  |
| 1. Office stationery (e.g. letterheads) |  |  |  |
| 1. Name badges |  |  |  |
| 1. Business cards |  |  |  |
| 1. Price/customer lists |  |  |  |
| 1. Policy and procedure manual |  |  |  |
| 1. Product catalogues, samples, etc |  |  |  |
| 1. Precedents |  |  |  |
| 1. Customer contact details (e.g. phone, email, customer business cards, etc) |  |  |  |
| **Confidential information and intellectual property** |  |  |  |
| 1. All confidential information of the business |  |  |  |
| 1. All Intellectual property of the business |  |  |  |
| Other items (please specify) |  |  |  |
| Actions to be taken in relation to items not returned | | | |
| Comments | | |  |

[Insert Position]

Signature: ..........................................................................

Date: ..........................................................................

Print Name: ..........................................................................