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: ..........................................................................