

## REMOVAL PASSES

### Tenants

Service Portal Account Admins will have permission to approve Removal Passes.

All contacts on the Service Portal Account will have access to submit a Removal Pass Request.

1. Login to Service Portal / Select Menu
2. Select Removal Passes to view passes

×

 MENU

DO.

REMOVAL PASS

NEW REMOVAL SERVICE

Search Results for Feb 26, 2025 to Mar 26, 2025

Package No.	Submitted By	Permit For	Date Submitted	Expiry Date	Status
1200000393	Test Contact #3	Company ABC Messenger	Mar 26 - 12:36 PM	Mar 27, 2025	Authorized

3. Select To Authorize to approve pending Removal Pass requests

×

 MENU

DO.

AUTHORIZATION

SETUP

PACKAGE PASSES TO AUTHORIZE

No Records Found.

4. Select New Removal Pass to initiate a new request

×

 MENU

DO.

NEW REMOVAL PASS

Removal Passes are not for move outs. If you are vacating the MART, contact [propertymanager@themart.com](mailto:propertymanager@themart.com).

RETURN

FLOOR 00004

SUITE 4070-P. 4

PERMIT FOR Test Contact #3


OR


EXPIRATION DATE

DETAILS

SUBMIT

5. Please note that tenant move outs must be coordinated with Property Management



 NEW REMOVAL PASS

Removal Passes are not for move outs. If you are vacating the MART, contact [propertymanager@themart.com](mailto:propertymanager@themart.com).

RETURN

FLOOR00004


SUITE4070-P. 4

PERMIT FORTest Contact #3

OR

6. Complete New Removal Pass Information

- Floor and Suite are limited to your account(s)
- Pass can be for yourself, someone else on your account, or a 3<sup>rd</sup> party

 NEW REMOVAL PASS

Removal Passes are not for move outs. If you are vacating the MART, contact [propertymanager@themart.com](mailto:propertymanager@themart.com).

RETURN

FLOOR00004

SUITE4070-P. 4

PERMIT FOR

ANGUS TEST

Test Contact #1


Test Contact #2

Test Contact #3

Test Contact #4

EXPIRATION DATE

DETAILS

 NEW REMOVAL PASS

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RETURN

FLOOR00004

SUITE4070-P. 4

PERMIT FOR

OR

Company ABC Messenger

- Expiration date is the day after removal takes place – a pass should not be used multiple days
- Freight operators will allow items listed in the details section – quantities and items are required, but we encourage you to be as specific as possible.
- Select Submit



## NEW REMOVAL PASS

Removal Passes are not for move outs. If you are vacating the MART, contact [propertymanager@themart.com](mailto:propertymanager@themart.com).

RETURN

FLOOR 00004

SUITE 4070-P. 4

PERMIT FOR

OR

Company ABC Messenger

EXPIRATION DATE 03/27/2025

DETAILS  
2 green arm chairs  
1 medium box with textile samples  
3 silver table lamps

SUBMIT

7. Using the pass – if you are not an authorized approver, your account admin will be notified and must approve before you are able to use the pass
  - a. digitally – print to pdf to display on mobile device or open your Service Portal Account to display
  - b. print a physical copy

X MENU



Home

To Authorize

Service Requests

New Service Request

Removal Passes

New Removal Pass

My Colleagues

New Colleague

Invite Colleagues

REMOVAL PASS DETAILS

PACKAGE NO. 1200000393

STATUS Authorized - Mar 26 - 12:36 PM

PROPERTY Merchandise Mart

BUILDING Merchandise Mart

FLOOR

SUITE

TENANT MMPI - Testing

DATE SUBMITTED Mar 26 - 12:36 PM

AUTHORIZATION NOTES

RETURN

PRINT

Package Pass Print - Google Chrome

ng1.angus.mrisoftware.com/Tenant/5424/Mmart/PP/PackagePassPrint.aspx?PackagePassId=1200000393

PACKAGE PASS NO. 1200000393

MERCHANDISE MART

PERMIT INFORMATION

Permit for: Company ABC Messenger

Expiration Date: Mar 27, 2025

Details: 2 green arm chairs 1 medium box with textile samples 3 silver table lamps

Authorization Notes:

SUBMITTED BY

Date Submitted: Mar 26 - 12:36 PM

Tenant: MMPI - Testing

Print

1 sheet of paper

Destination Microsoft Print to PDF

Pages All

Layout Portrait

Color Color

8. Example Removal Pass:

## PACKAGE PASS NO. 1200000393

### MERCHANDISE MART

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#### PERMIT INFORMATION

Permit for: Company ABC Messenger  
Expiration Date: Mar 27, 2025  
Details: 2 green arm chairs 1 medium box with textile samples 3 silver table lamps  
Authorization Notes:

#### SUBMITTED BY

Date Submitted: Mar 26 - 12:36 PM  
Tenant: MMPI - Testing  
Submitted By: Test Contact #3  
Building: Merchandise Mart  
Floor: 00004  
Suite: 4070-P. 4

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#### FAQ

- **What if my pass expires before use?**
  - A new pass needs to be created and approved by an authorized person listed on your account.
- **Can I use the same pass multiple trips and or multiple days?**
  - Yes, a pass can be used for multiple trips on the same day if the pass lists the product.
  - No, the same pass cannot be used for multiple days – a new pass is required for each day.
- **How do I know who is authorized to approve Removal Pass requests on my account?**
  - Approval permissions have been enabled for all Account Administrators. You may view your colleagues from the Menu drop down on your Service Portal account dashboard.
  - Your contact forms also list your Service Portal contacts and their permissions. Please contact [propertymanager@themart.com](mailto:propertymanager@themart.com) to update contact forms.
- **What if someone outside of my company is removing the item/product?**
  - The pass should be created with the name of the person and or company removing the item/product. The approved pass can then be printed and provided to the person/company.
- **How much detail must I include about the items/product being removed?**
  - We require quantity and general description. “2 chairs” would be considered minimum required information, but “2 green desk chairs” would be recommended.