

GUARDIAN TECH SOLUTIONS LLC

DEVICE OWNERSHIP TRANSFER & DATA ERASURE AUTHORIZATION

For free computer reuse and refurbishment drop-offs

IMPORTANT: Signing this form permanently transfers ownership of the listed device(s) to Guardian Tech Solutions LLC and authorizes permanent deletion of all data. Back up anything you wish to keep before signing.

1. SURRENDERING PARTY INFORMATION

Full legal name:

Phone:

Email:

Photo ID visually verified (no copy retained): ☐ Yes ☐ No

Address:

City / State / ZIP:

2. DEVICE INFORMATION

List each device being surrendered. Attach an additional device sheet if necessary.

#	Device type	Make / model	Serial number	Storage status	Accessories / condition
1	☐ Laptop ☐ Desktop ☐ Other			☐ Installed ☐ Removed ☐ None / unknown	
2	☐ Laptop ☐ Desktop ☐ Other			☐ Installed ☐ Removed ☐ None / unknown	
3	☐ Laptop ☐ Desktop ☐ Other			☐ Installed ☐ Removed ☐ None / unknown	

3. OWNERSHIP REPRESENTATIONS AND PERMANENT TRANSFER

- ☐ I certify that I am the lawful owner of the listed device(s), or that I am fully authorized by the lawful owner to transfer them.
- ☐ The device(s) are not stolen, leased, rented, financed, subject to a lien, or owned by an employer, school, government agency, or another person unless written authorization is attached.
- ☐ Upon acceptance and signature, I permanently and irrevocably transfer all right, title, and interest in the device(s) and included accessories to Guardian Tech Solutions LLC.
- ☐ I understand that Guardian Tech Solutions LLC may inspect, test, repair, upgrade, refurbish, reuse, resell, donate, recover serviceable parts for repair/refurbishment, or transfer unusable equipment to an appropriate downstream electronics processor.
- ☐ I understand that this is a free surrender, not the Sell Your Device purchase program. The device(s) will not be returned, and no payment, trade credit, or tax-deductible charitable receipt is due unless separately agreed in writing.

4. DATA ERASURE AUTHORIZATION AND WAIVER

- ☐ I authorize Guardian Tech Solutions LLC to access the device only as reasonably necessary to identify hardware, test operation, remove accounts or locks that I am authorized to remove, and sanitize or remove storage media.
- ☐ I authorize secure data sanitization, including secure erase, cryptographic erase, factory reset, storage-media removal, or another method appropriate to the storage technology. If media cannot be safely sanitized for reuse, I authorize transfer to an appropriate downstream processor for secure destruction.
- ☐ I confirm that I have backed up all files, photos, documents, passwords, software keys, and other information I wish to keep. I understand that erased data may be impossible to recover.
- ☐ To the extent permitted by law, I release Guardian Tech Solutions LLC and its representatives from claims arising from loss of data, loss of access to accounts, or loss of software after the authorized sanitization process.
- ☐ I will not write passwords on this form. Any temporary credentials required for authorized processing must be provided separately and handled under Guardian Tech Solutions LLC procedures.

Storage authorization (select one): ☐ Sanitize all installed storage ☐ Storage removed before drop-off ☐ No storage media present ☐ Unknown

5. CONDITION, SAFETY, AND ACCEPTANCE TERMS

- ☐ Guardian Tech Solutions LLC may refuse any item, including equipment with swollen or leaking batteries, contamination, fire damage, hazardous material, missing ownership information, or conditions that make handling unsafe.
- ☐ I have disclosed any known battery damage, liquid exposure, fire exposure, physical damage, or other safety concern affecting the device(s).
- ☐ I understand that this form documents a voluntary ownership transfer for reuse and refurbishment. It is not a promise that the device will be repaired, resold, donated, or otherwise processed in a particular way.

6. SIGNATURE AND AUTHORIZATION

By signing below, I confirm that I have read and understood this form, that the information I provided is accurate, and that I voluntarily authorize the permanent ownership transfer and data-erasure actions described above.

Printed name:

Date:

Signature:

Time:

Authorized owner/agent relationship (if applicable):

Attached authorization: ☐ Yes ☐ N/A

Guardian Tech Solutions LLC representative:

Date received:

7. GUARDIAN TECH SOLUTIONS LLC - INTERNAL USE ONLY

Intake / asset ID		Received by	
Received date/time		ID verification	☐ Visually checked ☐ Not checked
Immediate hazards	☐ None ☐ Battery ☐ Liquid ☐ Fire ☐ Other	Quarantine required	☐ Yes ☐ No
Storage present	☐ HDD ☐ SSD/NVMe ☐ eMMC ☐ Other ☐ None	Storage serial	
Sanitization action	☐ Clear ☐ Purge ☐ Crypto erase ☐ Remove/processor ☐ N/A	Tool / method	
Verification result	☐ Passed ☐ Failed ☐ Not possible	Completed by/date	
Final disposition	☐ Refurbished ☐ Resold ☐ Donated ☐ Parts for repair ☐ Processor	Disposition date/vendor	

Internal notes / exceptions:

Business note: Maintain this form with the intake record, sanitization record, and final disposition documentation. Data sanitization should follow the company's approved procedure and recognized media-sanitization guidance appropriate to the storage technology. Do not record customer passwords on this form.