

## ACCESS CARD AND KEY REQUEST

Tenant Name: \_\_\_\_\_ Suite No: \_\_\_\_\_ Requestor: \_\_\_\_\_

☐ New

Tenant Suite Keys Needed: \_\_\_\_\_

Mail Box Keys Needed: \_\_\_\_\_

**Key Fobs Needed:** \_\_\_\_\_

☐ Replacement – Lost /Stolen /Damaged (please circle)

Tenant Suite Keys Needed: \_\_\_\_\_

Mail Box Keys Needed: \_\_\_\_\_

**Key Fobs Needed:** \_\_\_\_\_

☐ Delete or Disable (please circle)

### INDIVIDUAL INFORMATION

Employee Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Elevator Access: ☐ Yes ☐ No Floor No(s) \_\_\_\_\_

After Hours Building Access: ☐ Yes ☐ No Parking Garage Access: ☐ Non-Reserved ☐ Reserved ☐ No Access

### Vehicle Info

Year

Make

Model

Color

Plate #

Vehicle #1

Vehicle #2

ADDITIONAL COMMENTS:

Please note: New key fobs are \$20.00 each and \$30.00 each for lost, stolen, or damaged fobs, plus applicable sales tax.  
Suite keys are \$7.00 each, plus applicable sales tax.

**FOR YOUR SECURITY, PLEASE NOTIFY THE MANAGEMENT OFFICE  
IMMEDIATELY IF YOUR CARD IS LOST OR STOLEN.**