



CARDKEY CANCEL/TRANSFER FORM
FOR 601, 611 & 651 GATEWAY
(Please print legibly)

PLEASE CHECK ONE:

CANCEL: _____ **TRANSFER:** _____

CARDKEY#: _____

LOST/NOT RETURNED: _____

TENANT WILL KEEP CARD FOR FUTURE TRANSFER: **YES** _____ **NO** _____

NAME OF EMPLOYEE: _____

COMPANY NAME: _____

SUITE #: _____

OFFICE PHONE#: _____

AUTO LICENSE: _____

MAKE/MODEL: _____

YEAR: _____ **COLOR:** _____

AUTHORIZED BY: _____

TENANT LIAISON

DATE: _____

IT IS UNDERSTOOD BY ABOVE TENANT THAT TENANT IS RESPONSIBLE FOR
RESTRICTING USE OF THIS CARDKEY TO AUTHORIZED EMPLOYEES ONLY.