



**CARDKEY REQUEST FORM
FOR 601, 611 & 651 GATEWAY**

(Please print legibly)

NAME OF EMPLOYEE: _____

COMPANY: _____

SUITE #: _____

OFFICE PHONE#: _____

AUTO LICENSE: _____

MAKE/MODEL: _____

YEAR: _____ **COLOR:** _____

AUTHORIZED BY: _____

TENANT LIAISON

- There is a \$5.00 charge for each Access Cardkey plus a 20% Service Fee.
- Your company will be billed separately.
- This charge is subject to change without prior notice.

OFFICE USE ONLY

CARDKEY # _____ WO# _____

ACCESS LEVEL: _____

DATE ISSUED: _____

ISSUED BY: _____

RECEIVED BY (*please print & sign*)

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