



ALEXANDRIA.

## 601, 611, 651 Gateway Boulevard Key Request Form

Please complete the form below and return via email to Steve Austin ([saustin@are.com](mailto:saustin@are.com)) and cc Linda Wu ([lwu@are.com](mailto:lwu@are.com)) and Gateway Security ([sgateway@buildingsupport.net](mailto:sgateway@buildingsupport.net))

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

☐

New Access Card

☐

Revise Current Access Card: \_\_\_\_\_

☐

Replacement Access Card\*: \_\_\_\_\_

☐

Access Card: \_\_\_\_\_

Employer Information:

Company Name:	
Employee Name:	
Building/Suite#:	
Phone Number:	
Pick Up or Deliver Key to Suite:	

- There is a \$5.00 charge plus a 20% service fee, billed to company separately
- Charge is subject to change without prior notice
- Tenant is responsible for restricting use of this key to authorized employees only

Authorized Signature Acceptance: \_\_\_\_\_

### INTERNAL USE ONLY

Created By: \_\_\_\_\_

WO: \_\_\_\_\_

Badge # \_\_\_\_\_

Completed By: \_\_\_\_\_