



The Saunders Building at 20 Park Plaza

**20 Park Plaza Tenant Employee Key/Card Access - Request & Agreement**

Please complete and return to The D.L. Saunders Real Estate Corp.

Type of Request:  Update  
 New  Change  Replacement

<b>A. KEY REQUESTOR INFORMATION:</b>		Tenant Name:	Suite #:
Tenant Employee Name - person needing key/card: (Last, First MI)		Date:	
Office Number:	Cell Number:	Email Address:	
Department:		Job Title:	

To request a key/access card, please bring the following items to the Property Management Department in Suite #728:

- This form, signed by the individuals listed in Section C
  - Photo ID (e.g. driver's license or passport)
- Property Management will then review these items, take your photo, and create your badge.

**B. ACCESS DETAILS:**  Physical Keys  Electronic Key Card

Key/Card #: (Key Issuer to fill in)	Suite #:	Interior Door Location:	Requested Access Days/Hours:	Access End Date (for temporary keys/cards):

Reason for Request:

**C. APPROVALS:** All requests must be approved by key requestor's supervisor, an officer from the tenant's organization, and an officer of finance or administration from the tenant's organization. Please include copies of photo ID for each.

Tenant's Officer (Name):	Signature:	Date:
Key/Card Requestor's Supervisor (Name):	Signature:	Date:
Tenant's Officer of Finance or Administration (Name):	Signature:	Date:

**KEY/ACCESS CARD AGREEMENT:** (Please sign when photo IDs are being taken and IDs are presented.)

- I agree to provide photo identification.
- I understand that keys/access cards issued to me by The D.L. Saunders Real Estate Corp. are the property of The Saunders Building at 20 Park Plaza, and I agree to return this property as indicated in Key and Access Card Policies & Procedures.
- I agree not to loan, transfer, give possession of, misuse, modify, alter, or make a copy of the key and/or access card.
- If key(s)/access card(s) issued to me are lost, misplaced, or stolen, I agree to notify The D.L. Saunders Real Estate Corp. immediately.
- I understand that The D.L. Saunders Real Estate Corp. will invoice my company or organization as follows: \$15 per access card, and/or the market rate charged by locksmith for new keys.
- **I, the undersigned, acknowledge receipt of the key(s)/access card(s) as designated in Section B of this form, and I further understand and agree to abide by the provisions of this agreement, the Key and Access Card Policies & Procedures and 20 Park Plaza.**

Name of person issuing key(s)/ access card(s): The D.L. Saunders Real Estate Corp.	
Key/access card Recipient Signature: (By signing I acknowledge receipt of all keys/access cards listed on this form.)	Date: