

ACCESS CARD/ Key Form REQUEST FORM

To request an Additional ACCESS CARD or KEY for the building, please complete (type or print) this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date: _____

Tenant Name: _____

Building: _____

Suite #: _____

Cardholder/ Key holder Name: _____

Card #: _____

Name of Person Requesting Cards/Keys: _____

IF THIS IS NOT A NEW CARD AND YOU WANT TO REASSIGN THE CARD TO SOMEONE ELSE, PLEASE FILL OUT THE INFORMATION BELOW:

Card #: _____

Previous Cardholder Name: _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of card is \$25.00 per card and \$5.00 per key, which price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**