

FOB/TRANSMITTER ACCESS AUTHORIZATION

SECTION A	To be complete	d by building ma ı	nagement	
∘ New			Fob/Transmitter N	lumber:
 Replacement – old card number: 		Date Issued:		
• Cancelled - <i>date</i>		Date Returned:		
Comments/Other Information:				
SECTION B	To be complete	d and signed by en	nployer/authorized	representative of the tenant
ACCESS FOB/TRANSMITTER TO BE ISSUED TO:				
Name:				
	surname		first name	initial(s)
Position/Title:				
Tenant Name:	·			
TENANT AUTHORIZATION : We hereby request that a building access card for after-hours access to the floor(s) be issued to the above person.				
		,	<i>A</i>	
			Xauthorized signatory	
date			name and position	

SECTION C To be signed by the **employee** upon receipt of the fob/transmitter

I hereby acknowledge receipt of the access fob/ transmitter (the number on the back of the fob/transmitter should match the number noted above). I agree that I will be solely responsible for this fob/transmitter, and that I will not allow anyone else to use it at any time. I will return the fob/ transmitter to building management upon demand. I understand and agree that if I do not return the fob/transmitter upon demand, or if it is lost or stolen, I will be responsible for the cost to replace the fob (\$20.00) or transmitter (\$50.00). I agree to abide by all rules and regulations relating to after-hours access as set from time to time by building management.

date

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