

**AFTER HOURS ACCESS AND SUITE  
KEY REQUEST**

Please complete and return this form to  
[kelly@brennanproperties.com](mailto:kelly@brennanproperties.com)

**Building/Suite #:** \_\_\_\_\_

Your building is open during normal business hours, Monday through Friday, from 7am to 6pm. If access to your suite is needed by you or your employees outside of these hours, a fob will be required to enter the building. Please provide a list of employees below that will need 24hr building access.

Name	Name

Physical keys will be needed to enter your suite when locked. <b>Please provide the number of hard keys needed for your suite:</b>	
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**For security reasons, please notify Property Management immediately if any fobs are misplaced, employees are terminated, or fobs require re-assignment.**

By signing below you acknowledge understanding that afterhours fobs issued to the above individuals are the property of Brennan Properties. You agree to arrange for return of all fobs to Property Management upon termination of employment or relocation of any individual listed above. Replacement fobs and key copies will incur a \$15.00 fee which will be charged to the company responsible for the leased space. In the event that a fob is lost or stolen, you agree to report it to Brennan Properties immediately in order for Property Management to deactivate said fob.

Future requests for afterhours fobs must be requested by an "authorized requestor" through the Property Management office.

All access cards must be returned to the management office prior to tenant permanently vacating the leased space. Fobs not returned will be billed back to tenant.

**Agreed to and Accepted by:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date