

KEYS AND ACCESS CARDS

Number of keys required for exterior door(s): _____

Special keying instruction (i.e. suite door to match a specific interior office door, etc. If your interior keying system is complex, please have your general contractor or construction manager address this issue) **Any additional keying requirements not included in the tenant improvement allowance will be at the expense of the tenant.**

Number of access cards requested: _____

Please list the names of all employees that will require an access card:
