

Request Number (FAP Use Only)



TENANT KEY AUTHORIZATION & REQUEST

Date: _____

Company Name: TENANT-_____

Company Address: _____ Mail Code: _____

Contact Name: _____

Last

First

FIS#: _____ Company Phone #: _____ Contact Phone #: _____

Vendor #

Property Manager: _____ Phone: _____

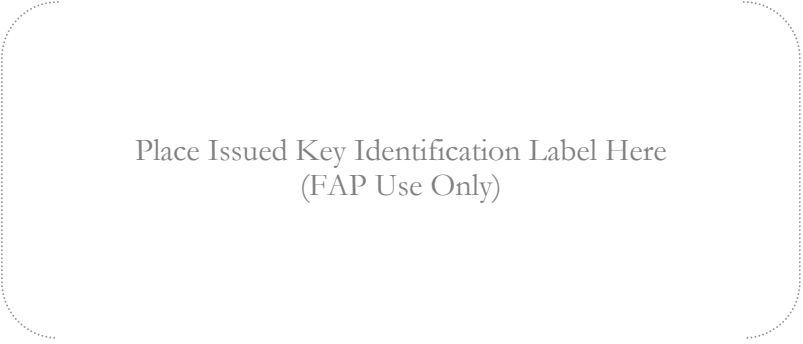
Property Mgmt. Company: _____ Phone: _____

Access Types: 1. Room/Office/Suite 2. Building Entry 3. Master

Table with 4 columns: Bldg/Rm #, Comments, Key #, Access Type. Access Type has sub-columns 1, 2, 3 with checkboxes.

APPROVALS:

Signature _____ Print: PSU Property Manager (Required)



Place Issued Key Identification Label Here (FAP Use Only)

Terms & Conditions Release Agreement

The individual signing this document as 'Recipient' agrees to the following: I have received the listed key(s) on behalf of the tenant and I agree not to loan or have key(s) reproduced in any manner; also upon transferring to another office, departure from PSU, or upon demand, I will return the key(s) to PSU Facilities & Planning located in University Services, room. After hours, to the Campus Public Safety Office.

The property manager is receiving these key(s) on behalf of the tenant assigned the key(s) and considered the "recipient". All keys issued are subject to the key issuance policy and procedures: (I.M.D. 3.100- 3.105). These keys are for PSU business purposes only and remain the property of PSU. For the complete I.M.D. see: http://www.pdx.edu/fadm/internal-management-directives

A fine will be charged for lost or stolen keys.

All keys are subject to the Office of Business Affairs current Fees and Fines Schedules, which will be charged directly to the assigned individual. For the current schedules, go to: http://www.pdx.edu/bao/psu-office-business-affairs

In the event that my key(s) are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify PSU Facilities & Planning (503) 725-3738, Campus Public Safety (503) 725-4407 and my immediate supervisor.

Receipt of key(s):

Recipient: _____ Date: _____

FAP Issuant: _____ Date: _____

Upon Facilities & Planning (FAP) receipt of this properly completed form, keys may be available for issuance within approximately 1-2 business days, pending verification of authorization. Tenant Authorization & Release Form 08.2009