



## SPECIAL ACCESS REQUEST

The Special Access Request Form should be used when the tenant is not able to provide access to a vendor/contractor after business hours during weekdays or any time on weekends. In order for the Property Management Office (PMO) to coordinate access, please complete and submit this form to the PMO along with all appropriate keys that may be needed to access the applicable areas. These keys will be returned to the tenant on the next business day following the date of access.

Tenant: \_\_\_\_\_ Person Requesting: \_\_\_\_\_

Date Access Is Needed: \_\_\_\_\_

Vendor/Contractor: \_\_\_\_\_

Vendor/Contractor Representative: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Purpose Of The Work: \_\_\_\_\_

Areas To Be Accessed:

Floor(s): \_\_\_\_\_ Suite(s) #: \_\_\_\_\_

Check All Applicable Areas:

Parking  Restrooms  Elevators  Other: \_\_\_\_\_

Special Conditions / Requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PMO USE:**

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

If disapproved, suggested alternative date/time: \_\_\_\_\_

Tenant Keys Received By: \_\_\_\_\_ Date: \_\_\_\_\_

PMO Personnel

**SECURITY USE:**

Time In: \_\_\_\_\_ ID: \_\_\_\_\_

Key Issued To: \_\_\_\_\_ Key Issued By: \_\_\_\_\_

Time Out: \_\_\_\_\_ Pass #: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tenant Keys Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature