Portland State UNIVERSITY

TENANT KEY AUTHORIZATION & REQUEST

Section 1 – To be completed by Tenant

Tenant Organization: _____ Tenant Phone #: _____

Tenant Address: _____ _____

Representative Name: _____
　　　　　　　　　　　　Last　　　　　　　　　　　　　　First

Representative E-mail: _____ Representative Phone #: _____

Section 2 – To be completed by FPM Commercial Real Estate Staff

Organization Code: _____ Requestor ID: _____

Property Manager: _____ Email: _____

Property Mgmt. Company: _____ Phone #: _____

Building & Room	Additional key/location details (if necessary)	Key ID#	Quantity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPROVALS:

_____ _____ _____
Tenant Signature **(Required)**　　Print　　　　　　　　Date

_____ _____ _____
Property Manager Signature **(Required)** Print　　　　Date

Representative and Property Manager will be notified via email when keys are ready for collection

Authorization & Release Form 10.2022

Form Guidelines:

- **Key Authorizations require a valid and active Tenant Organization profile.**

- **A valid photo ID must be presented to Facilities & Property Management (FPM) staff for the key to be released to the tenant representative or designated proxy.**

- **Provide all known pertinent information regarding the access needed to aid FPM in determining the correct keys to issue -building & room numbers, key IDs, additional key/location details, quantity, etc.**

TERMS & CONDITIONS RELEASE AGREEMENT

The individual signing this document as 'Recipient' agrees to the following:

- **I have received the listed key(s) and I agree not to loan or have key(s) reproduced in any manner.**

- **Upon departure from tenant organization and/or termination of tenancy or upon request, I will return the key(s) to FPM located in University Services Building, room 202, or to the Campus Public Safety Office, if after hours.**

- **In the event that my key(s) are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify FPM (503) 725-3738, Campus Public Safety (503) 725-4407, and my immediate supervisor. A Lost/Stolen key report must be submitted.**

- **All keys are subject to the current Fines and Fees Schedule. Fees will be charged directly to the assigned individual in the event that keys are lost or stolen:**
  $100 per key

Recipient Initials _____

Date Stamp
(FPM Front Desk use only)