

Request Number (FPM Use Only)

## 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 #: \_\_\_\_\_

Representative Odin: \_\_\_\_\_

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

Organization Code: \_\_\_\_\_ Requestor ID: \_\_\_\_\_

AiM Lease #: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Mgmt. Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Bldg./Rm #:(required)	Comments:	Key #:	Qty.:	Access Type:		
				1.	2.	3.
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### APPROVALS:

\_\_\_\_\_  
 Tenant Signature **(Required)** Print Date

\_\_\_\_\_  
 Property Manager Signature **(Required)** Print Date

**Upon Facilities & Property Management (FPM) receipt of this properly completed form**, keys may be available for issuance within approximately 10 business days, pending verification of authorization.

## TERMS & CONDITIONS RELEASE AGREEMENT

The request form must be completed electronically and printed or completed in blue/black ink. The signatures must be original. Do not write/print on the reverse side. Forms not completed in this manner or without original signatures will be rejected. Authorization Forms are accepted at the FPM front desk, second floor of the University Services Building.

Person receiving key(s) must be a representative of the tenant assigned the key(s).

**A government issued photo ID must be presented to FPM staff for the key to be released to the key recipient.** The photo ID will be scanned and attached to the key record. Keys will not be released without a valid photo ID.

**The individual signing this document as 'Representative' 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. Upon transferring to another office, departure from PSU, or upon demand, **I will return the key(s) to PSU Facilities & Property Management located in University Services Building room 202 or to the Campus Public Safety Office if after hours.**

**A fine will be charged for lost or stolen keys.**

**In the event that my key(s) are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify PSU Facilities & Property Management (503) 725-3738, Campus Public Safety (503) 725-4407 and my immediate supervisor. A Lost/Stolen key report must be included: <http://www.pdx.edu/facilities/access-control>**

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:

- Room/Office/Suite: \$500 per key
- Master: \$1500 per key
- Grand Master: \$3000 per key
- Great Grand Master: \$4000 per key

For the current schedule, go to: <https://www.pdx.edu/student-financial/sites/www.pdx.edu/student-financial/files/Fines%20%26%20Fees%20Final%207.2017%20%281%29.pdf>

