



BUILDING ACCESS KEY FOB REQUEST FORM

Form CT-05

Encino Plaza

To request your Key Fob(s) to be programmed for after hour building access for your employees, please complete this form, have an authorized person sign it and return it to the Office of the Building. **Please note there will be a \$50.00 non-refundable activation fee billed to your account for each new fob(s).**

Tenant Name:		Contact Phone #:
Suite No.:		Date:

PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS:

Key Fob #	Employee Name	Effective Date

PLEASE RE-ASSIGN THE FOLLOWING KEY FOB(S) AS FOLLOWS:

Key Fob #	New Employee Name	Effective Date

PLEASE DE-ACTIVATE THE FOLLOWING KEY FOB(S) AS FOLLOWS:

Key Fob #	Employee Name	Effective Date

If you need more space, please add additional copies of this form.

Tenant Authorized Person:	Signature:	
	Type/print name & title:	

If you have any questions, please contact the Office of the Building:
Phone: 818-728-1900 Email: encinoplaza@douglasemmett.com
16255 Ventura Boulevard, Suite 710, Encino, CA 91436