Douglas Emmett

BUILDING ACCESS FOB REQUEST FORM

Form CT-05

Valley Executive Tower

To request new or change access fobs to the building for your employees, please complete this form, have an authorized person sign it and return it to our Office of the Building.

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

Access fobs give access to the building after hours. If you also want access for parking, you need to complete the appropriate paperwork with the parking company. **Please note there will be a $50.00 non-refundable activation fee billed to your account for each new fob.**

PLEASE ISSUE NEW ACCESS FOB(S) AS FOLLOWS:		
Employee Name	**Effective Date**	**Access Fob #** (To be completed by the Building Management)

PLEASE RE-ASSIGN ACCESS FOB(S) AS FOLLOWS:		
Access Fob #	**New Employee Name**	**Effective Date**

PLEASE DE-ACTIVATE THE FOLLOWING ACCESS FOB(S):		
Access 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:	

Please remember to inform us promptly if there are any changes or when a fob is lost or stolen.

BUILDING MANAGEMENT USE ONLY		
Amount due:	$	**TLA #:**
Signature:		**Date:**

If you have any questions, please contact the Office of the Building:
Phone: 818-981-1100 Fax: 818-981-3803 Email: vet@douglasemmett.com
15260 Ventura Boulevard, Suite 1100, Sherman Oaks, CA 91403