

# PERMISSION TO GRANT ACCESS TO TENANT SPACE

Please email completed form to [ccto-security@quadreal.com](mailto:ccto-security@quadreal.com) for processing.



Until further notice, please grant access to the below listed company/persons to our tenant space. We understand that QuadReal Property Group may not be able to completely authenticate the parties being granted access and the tenant agrees to hold harmless, QuadReal Property Group and the building owners, for the actions of the companies/persons noted below who are being provided access to our space. We also acknowledge that QuadReal Property Group may charge us for any access card not returned by the party named below.

## AUTHORIZED TENANT REPRESENTATIVE'S INFORMATION

NAME	ORGANIZATION
PHONE NUMBER	DATE

## ACCESS DETAILS

NAME OF COMPANY AND/OR PERSON ALLOWED ACCESS \_\_\_\_\_

ACCESS TO BE GRANTED 7 x 24 x 365?      YES      NO  
If NO, please explain at what time of day and/or day of the week access to be granted:  
\_\_\_\_\_

ACCESS TO BE PROVIDED TO WHAT AREAS? (Please specify all floors): \_\_\_\_\_

ACCESS TO BE PROVIDED TO A CARD READER INTERIOR ROOM(S)?      YES      NO

ACCESS TO BE PROVIDED TO A KEY CONTROLLED INTERIOR ROOM REQUIRING A MANUAL DOOR UNLOCK?  
YES      NO

IS THE PERSON REQUIRED TO SHOW ID IN ORDER TO BE GIVEN AN ACCESS CARD?      YES      NO  
If YES, what kind of ID is required?  
Company ID      Drivers Permit      Other type of ID

Please enter I.D. Information here \_\_\_\_\_

If sending this form via email, it does not have to be signed. However, it must be sent from the authorized tenant email address to be considered as valid. Signature denotes agreement with this form.