

Keying Specifications

*Tenant is responsible for Card Access System at Carmichael Building. Should tenant ever decide to switch to the traditional keying method then please fill out information below and return to the building office team.

Tenant Company Name: _____

Suite: _____

Move-In Date: _____

Contact Name: _____

Phone: _____

(Person to contact if more information is required)

Entry Door(s)

Quantity: _____

Keys Needed: _____

Keying Instructions: _____

Interior Door(s)

Quantity: _____

Keys Needed: _____

Keying Instructions: _____

This information is required one week prior to move-in to avoid any delays.

Approved by: _____

Date: _____