



PACIFIC GUARDIAN CENTER

737 BISHOP STREET / MAUKA TOWER • 733 BISHOP STREET / MAKAI TOWER • 735 BISHOP STREET / DILLINGHAM TRANSPORTATION BUILDING

SECURITY ACCESS FOB REQUEST FORM

TENANT (COMPANY NAME): _____ SUITE NO. _____

AUTHORIZED REPRESENTATIVE: _____

PHONE: _____ EMAIL: _____

REQUESTED ACCESS TO TENANT'S FLOOR(s): _____

MAKAI TOWER

MAUKA TOWER

DTB

QTY _____ New FOB(s)

QTY _____ Lost/Stolen FOB(s)

QTY _____ Broken/Defective FOBs Returned (*Security Deposit is "waived"*)

\$ _____ Security Deposit Amount (*\$31.41/FOB)

(Section to be completed by Tenant)

*New?/Deactivate?/
Reprogram?*

(Mgt Assigned) (Security Inputted)

Employee Name: _____

Access FOB# _____

Employee Name: _____

Access FOB# _____

Employee Name: _____

Access FOB# _____

Employee Name: _____

Access FOB# _____

Employee Name: _____

Access FOB# _____

Date/initials _____

New Access FOB(s) - The undersigned hereby acknowledges and agrees on behalf of the Tenant to the following:

1. Security Access FOB(s) are the property of Pacific Guardian Center. Do not intentionally damage, deface or destroy the FOB(s). If requested, tenants must surrender FOB(s) to an authorized Building Management representative.
2. Before each Security Access FOB is issued, Tenant must submit a new or updated **After-Hours Security Access List** designating individuals who are authorized to access building/suite before or after regular business hours. Maintaining an updated list with the Management Office is the Tenant's responsibility.
3. Security Access FOB(s) require a **security deposit of *\$31.41/FOB**. This covers the cost of the FOB should it be lost or stolen.

Lost or Stolen FOB(s) – The undersigned hereby acknowledges and agrees on behalf of the Tenant to the following:

1. Tenant should report any lost or stolen FOBs to Building Management via this form. If a replacement FOB is needed, a **security deposit of *\$31.41/FOB** is applicable.

Broken or Defective FOB(s) – The undersigned hereby acknowledges and agrees on behalf of the Tenant to the following:

1. There is **no charge** for broken or defective FOB(s). Tenant should report any broken or defective FOB(s) in writing to Building Management. Upon notification and receipt of said FOB(s), FOB records will be deleted from the computer and replacement FOB(s) will be issued.
2. Non-working FOB(s) must accompany this form to be replaced at no charge. FOB(s) not returned are considered lost and replacements will require a security deposit of *\$31.41/FOB.

The undersigned returned the indicated quantity of broken or defective FOB(s) noted above and/or hereby acknowledges a *\$31.41/FOB security deposit for new, lost or stolen security access FOB(s). **Unless otherwise indicated, the security deposit will be invoiced directly to the Tenant's rental account.** *Security deposit \$amt is subject to change without notice.

(Sec. Deposit Acknowledgement) Tenant's Signature / Date

(Receipt of FOBs) Tenant's Signature / Date

May 16, 2017