



After Hours Access

Company _____

Suite _____

Contractor/Vendor Name _____

Floors Eligible for Access _____

Date of Access _____

Hours for Access _____

Authorized Signature _____

(must be on the company's list of authorized signature holders)

Date _____

Please fill out an "After Hours Access" form for any contractors or vendors you are expecting to enter the building when the Property Management Office is closed. This is 5pm to 8am Monday through Friday or any time on the weekends. Please indicate if you would like them to be let into your suite by security. This form is for a one time basis only. If you have a vendor that frequently needs access to your suite please use our "Tenant Vendor Information" form.

Before we will allow a contractor or vendor to do any work in your suite, the contracting or vending company will need to have a valid Certificate of Insurance on file with the Property Management Office. Please see our "Certificate of Insurance Requirements" in our "Moving Rules and Regulations" section of the Tenant Manual for the specific requirements.

To be valid this form must be received by the Property Management Office no later than 4pm on the day of the access. Please fax the completed form to (415) 956-4417.