

To request new or changed FOBs to the building for your employees, please complete this form, have an authorized person sign it and return it to the Management Office.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>	
<b>Suite No.:</b>		<b>Date:</b>	

FOBs give access to the building and your floor. 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 FOB(S) AS FOLLOWS:**

Employee Name	Restroom	Access Hours (if limited)	Floor(s)	Effective Date	FOB # (To be completed by the Building Mgmt)
	<input type="checkbox"/> Male <input type="checkbox"/> Female				
	<input type="checkbox"/> Male <input type="checkbox"/> Female				
	<input type="checkbox"/> Male <input type="checkbox"/> Female				
	<input type="checkbox"/> Male <input type="checkbox"/> Female				

**PLEASE RE-ASSIGN FOB(S) AS FOLLOWS:**

FOB #	New Employee Name	Restroom	Access Hours (if limited)	Floor(s)	Effective Date
		<input type="checkbox"/> Male <input type="checkbox"/> Female			
		<input type="checkbox"/> Male <input type="checkbox"/> Female			

**PLEASE DE-ACTIVATE THE FOLLOWING FOB(S):**

FOB #	Employee Name	Effective Date

If you need more space, please add additional copies of this form.

<b>Tenant Authorized Person:</b>	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**

<b>Amount due:</b>	\$	<b>TLA #:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Tenant Receipt Confirmation:</b>	Signature:		<b>Date:</b>
	Type/print name & title:		

If you have any questions, please contact the Management Office:  
 Phone: 808-524-4188 Fax: 808-524-4292 Email: [harborct@douglasemmett.com](mailto:harborct@douglasemmett.com)  
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