

LOCKOUT FORM

The 201 California Management Office hours are from 8:30 AM – 5:30 PM, Monday through Friday. Should you get locked out of your suite during Management hours, please contact to the Management Office and we will work with security to provide access.

Should you get locked out after Management Office hours; please notify Security of your request after hours. Please be advised that Security does not typically provide access to tenant spaces and will require that an authorized contact approve this request.

Please note after the first request, your company may be billed a \$20 lockout service charge for each lockout afterwards.

Your signature below acknowledges your understanding of this policy. If you have any questions, please contact the Management Office during business hours at (415) 247-2100.

We value your tenancy and appreciate your cooperation.

Company Name: _____
(Please Print)

Suite #: _____

Employee Name: _____
(Please Print)

Date: _____

Signature: _____

Authorized Tenant Approval: _____

To be completed by Management Office:

☐ First Time Lockout

☐ \$20 Fee Assessed

☐ Repeat Lockout

☐ \$20 Fee Waived