



Douglas Emmett Management, LLC

15260 Ventura Boulevard, Suite 1100

Sherman Oaks, CA 91403

Telephone (818) 981-1100 Facsimile (818)981-3803

**PASS KEY AUTHORIZATION
AUTHORIZATION TO PERMIT ACCESS BY PASS KEY
TO ON-SITE EMPLOYEES ONLY
15250 Ventura Boulevard**

COMPANY NAME: _____ SUITE #: _____

Douglas Emmett Management, LLC and its authorized personnel are hereby authorized to use a passkey to admit **only on-site employees** listed below to the above suite Monday through Friday from 7am until 6pm. Other than verification of identity by Driver's License, or comparable identification, Douglas Emmett Management, LLC and its authorized personnel shall have no responsibility or liability and tenant shall indemnify and hold them harmless from any and all claims for damages.

Tenant understands that individuals whose names are not listed will not be admitted under any circumstances and that notification of changes to this list is the sole responsibility of the Tenant. Change must be made in writing to Douglas Emmett Management, LLC c/o Office of the Building.

NAMES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____
(Authorized Signature)

DATE: _____

Printed: _____
(Name & Title)

It is the responsibility of the Tenant to update this form