

# Key Fob Application

## MGEX Building Access Control

To access the Grain Exchange buildings outside of normal business hours, as well as certain Tenant amenities such as the MGEX Bike Room, Tenants and their employees will need a key fob. MGEX will only issue key fobs to Tenants and their employees who complete this key fob application. Part of the application process includes having a photograph taken. The photograph will be uploaded in the software that is used to control the building access system, and will be associated with the key fob that is issued. If a key fob is lost, stolen, or damaged, please notify MGEX immediately at [realestate@mgex.com](mailto:realestate@mgex.com) or at 612-321-7170.

### To Be Completed by Tenant/Employer

Tenant Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Tenant Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by Employee

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

By signing this form, I acknowledge that I have received key fob #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By accepting a key fob from MGEX, you agree to the following terms and conditions.** MGEX reserves the right to make changes to its policies and procedures regarding the issuance and use of key fobs at any time. You are solely responsible for the use of your key fob, and agree to not share your key fob with anyone else or make copies thereof. In addition, you agree to not let any other person follow you through any door that is accessible by the key fob (this is also known as "tailgating"). If you no longer require use of a key fob for any reason, you must ensure that it is returned to MGEX. There is a \$20.00 fee, payable only in cash or check, to receive a replacement key fob if you lose or misplace your key fob. MGEX reserves the right to deduct from a Tenant's Security Deposit, if applicable, the replacement cost of any unreturned key fob that is issued to an employee of such Tenant. MGEX does not provide any warranties regarding the use of key fobs and will not be liable for any damages that may result from the use, misuse, or non-use of such key fobs. *Version 2.1. Effective February 10, 2022.*

# FOR MGEX USE ONLY

## Category:

	Tenant
	MGEX Employee
	MGEX Bike Room
	MGEX Mother's Room
	MGEX Fitness Center
	Other

## Authorized by Tenant:

	Yes
	No

## Key Fob Cancellation:

	Lost
	Doesn't Work
	Left Company
	Other

Cancelled by: \_\_\_\_\_

Key Fob Cancellation (date): \_\_\_\_\_