

Return completed form to Healthcare Realty:

HEALTHCARE REALTY

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**MAIL** 6140 Tutt Boulevard, Suite 120  
Colorado Springs, Colorado 80923

# After Hours Unlock Service

Tenant name: \_\_\_\_\_

Building address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Requestor's email: \_\_\_\_\_

## Request details

1

### DATES

Start date (M/D/YR)

End date (M/D/YR)

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

### HOURS

Start time (AM/PM)

End time (AM/PM)

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

2

LOCATION OF DOOR THAT REQUIRES UNLOCK SERVICE: \_\_\_\_\_

3

### PERSON WHO REQUIRES UNLOCK SERVICE:

Physician

Employee(s)

Vendor

Other: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4

### REASON FOR UNLOCK SERVICE:

### AUTHORIZED BY:

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

(Electronic signature represented by blue type)

Name (print) \_\_\_\_\_ Title \_\_\_\_\_



Revised October 2021

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