

ARKANSAS

BUILDING

AUTHORITY

MIKE BEEBE, GOVERNOR

• ANNE W. LAIDLAW, DIRECTOR

BUILDING OPERATIONS: 2200 W. 7TH STREET • LITTLE ROCK, AR • 72201 • (501) 324-9291 • FAX (501) 324-9298 • TDD (501) 682-1487

CARD KEY AGREEMENT

Date:

Name:

Building:

Suite No.:

Card No.:

Card Issued to:

Agency:

1. I understand and agree that I am responsible for distributing the card keys to my employees.
2. I understand and agree that I will return the keys to ABA building personnel upon the termination of any of my employees who receives a card key.
3. I understand and agree that I will instruct my employees who receive a key that they are forbidden from sharing or loaning the card key out to anyone.
4. I understand and agree that my agency is responsible for notifying and contacting ABA building personnel if any such card keys are lost or stolen. I agree that at charge of \$15.00 can be made against my agency as a replacement fee for any lost or stolen card keys.
5. I understand and agree that while a card key can be reassigned to another employee in my agency, I must contact ABA building personnel who will make such a reassignment.

Agency Director/Manager

Date

Revised 9-2-10

Please fax completed form to 501-324-9298

“An Equal Opportunity Employer”