



# Affiliate/Contractor/Tenant Set-up Form

All affiliations must be Temporary with an End Date listed.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Requester\* \_\_\_\_\_

**\*Current UNI IDs must be replaced with Affiliate IDs upon email to Requester of New Affiliate # from the Facilities key shop.**

Affiliation (please check one):

- Tenant - Business & Community Services
- Spouse/Family Member
- Tenant - \_\_\_\_\_
- Wellness & Recreation Center User
- Intern
- Other - \_\_\_\_\_
- Contractor - Project - \_\_\_\_\_

Request Type	Building	Room	End Date (mm/dd/yyyy)
1. <input type="checkbox"/> Temp	1. _____	1. _____	1. _____
2. <input type="checkbox"/> Temp	2. _____	2. _____	2. _____
3. <input type="checkbox"/> Temp	3. _____	3. _____	3. _____

Justification required:

Next Steps:

If requesting a brass key, the individual will receive an email to stop by and pick up key(s) at Facilities Management after the form is fully processed.

If requesting electronic access, please go to the Redeker Center - Housing and Dining office to have a picture taken for an ID card. Please note that access can only be assigned after an ID card is issued and fully processed. If you have any questions, feel free to call 3-4400 or email [phpworkorders@uni.edu](mailto:phpworkorders@uni.edu)

Please send form to PHP 0189 attention: Facilities Access Office

Authorized by: \_\_\_\_\_

Dean/Dept. Head Phone Date

Please Print Dean/Dept. Head Name