



<http://www.key.com/key2cre>

## Key2CRE Borrower Authorization Form

KeyBank Real Estate Capital is pleased to provide the "Key2CRE" website to Borrowers with commercial real estate. We believe you will find it to be a valuable tool in the daily operation of your commercial real estate projects. So that Key can grant access to the persons listed below, please follow these steps.

1. The borrowing Member (person who signed the loan documents) needs to complete this authorization form. **Access will not be granted without the Borrowing Member's signature.** Key strongly recommends that all authorized users should be in the borrowing member's direct employment.
2. At this point, all the authorized users listed below should log into <http://www.key.com/key2cre> and complete the **Borrowers Registration Screen**.
3. After completing this form and the Borrower Registration Screen:  
email the form to [cre\\_web@keybank.com](mailto:cre_web@keybank.com)  
OR fax the form to the attention of the CRE Web mailbox via fax number 216-370-6268.
4. Once the approval process is completed, the new authorized user will receive an email with instructions on how to complete registration.

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I hereby grant access to loan number(s) \_\_\_\_\_ for the following authorized users:

(Required)

Name (Print): \_\_\_\_\_ Email Address: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Email Address: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Borrowing Entity Authorization:**

***NOTE: completion of all fields is required.***

Signature of Borrowing Member: \_\_\_\_\_

Name of Borrowing Member (Print): \_\_\_\_\_

Title of Borrowing Member: \_\_\_\_\_ Email Address: \_\_\_\_\_

Borrowing Entity Name: \_\_\_\_\_

Borrowing Entity Tax ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE: It is the Borrowing Member's responsibility to notify Key in the event the above list of authorized users needs to be changed.**