

To request new or changed access cards to the building for your employees, please complete this form, have an authorized person sign it and return it to our Office of the Building.

Tenant Name:		Contact Phone #:	
Suite No.:		Date:	

Access cards give access to the building and your floor. If you also want access for parking, you need to complete the appropriate paperwork with the parking company. **Please note there will be a \$50.00 non-refundable activation fee billed to your account for each new card, \$10.00 fee to re-assign access card and \$5.00 fee to de-activate access card.**

PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS (\$40.00/card):

Employee Name	Access Hours (if limited)	Floor(s)	Effective Date	Access Card # (To be completed by the Building Management)

PLEASE RE-ASSIGN ACCESS CARD(S) AS FOLLOWS (\$10.00/card):

Access Card #	New Employee Name	Access Hours (if limited)	Floor(s)	Effective Date

PLEASE DE-ACTIVATE THE FOLLOWING ACCESS CARD(S) (\$5.00/card):

Access Card #	Employee Name	Effective Date

If you need more space, please add additional copies of this form.

Tenant Authorized Person:	Signature:	
	Type/print name & title:	

Please remember to inform us promptly if there are any changes or when a card is lost or stolen.

BUILDING MANAGEMENT USE ONLY

Amount due:	\$	TLA #:	
Signature:		Date:	