

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 the Parking Office on Level A.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>	
<b>Suite No.:</b>		<b>Date:</b>	

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 \$45.00 non-refundable fee due for each new card at the time of activation.**

**PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS:**

Employee Name	Access Hours	Floor(s)	Effective Date	Access Card # (To be completed by the Parking Office)
	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			
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	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			
	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			
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	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			
	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			
	<input type="checkbox"/> 24/7 <input type="checkbox"/> 6 am – 8 pm M - F			

**PLEASE DE-ACTIVATE THE FOLLOWING ACCESS CARD(S):**

Access Card #	Employee Name	Effective Date

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

<b>Tenant Authorized Person:</b>	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**

<b>Photo taken:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signature:</b>	<b>Date:</b>