

Building Access Card Request Form

PLEASE PRINT LEGIBLY

Date _____

Full Name

Employer

Floor/Suite #

Work Phone

Access Card Issued to

Employee ☐ Yes ☐ No

Access Card Number:

123456789-1A)

(example: X3-

Access

Card

Clearance:

Automobile Information:

1st Vehicle

2nd Vehicle

Make:

Color:

License Plate:

Parking Rules:

1. Upper Deck – Parking for Visitors Only (Short-Term)
2. All Day Seminar/Student Guests should be instructed to park in Perimeter Parking
3. Employees are to park in Perimeter Parking at all times, Regardless of Duration

Access to the building is at will and under the rules and regulations of Building Management who reserves the right to restrict access to the building, as needed. Each Tenant is responsible for all the cards issued to their employees. When an employee leaves your firm please notify the Management Office. Any lost or stolen cards must be reported to the Office of the Building immediately. **The cost for additional, lost or replacement cards is \$20.00 per card billable to the Tenant account and payable without demand.**

Applicant's Signature

Date

OFFICE USE ONLY

Card #

Issued by

Date

Billable Event ☐ Yes ☐ No

Date Billed to Tenant