



## ACCESS CARD REQUEST FORM

Date: \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

Suite #: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**New Card \$18.00 – Lost/Stolen \$18.00 – Damaged \$18**

**Requested For (Name):** \_\_\_\_\_

Please Circle One: Activate /  
Cancel / Re-Assign Card #: \_\_\_\_\_

**Requested For (Name):** \_\_\_\_\_

Please Circle One: Activate /  
Cancel / Re-Assign Card #: \_\_\_\_\_

**Requested For (Name):** \_\_\_\_\_

Please Circle One: Activate /  
Cancel / Re-Assign Card #: \_\_\_\_\_

**Requested For (Name):** \_\_\_\_\_

Please Circle One: Activate /  
Cancel / Re-Assign Card #: \_\_\_\_\_

**Access Requested:**

Building Access: \_\_\_\_\_ (Floors/Lobby Doors)

Days of the Week: \_\_\_\_\_ (Mon-Fri/Sat & Sun)

Parking Access (Yes or No): \_\_\_\_\_

**Please be advised that there is a 48-hour completion time on all requests. Please submit form into the Electronic Tenant Maintenance center.**

**OFFICE USE ONLY**

Management Office Rep: \_\_\_\_\_ GROUP: \_\_\_\_\_

Date: \_\_\_\_\_ LEVELS: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Charge Code: \_\_\_\_\_ LAND: fob 51; card 50: palomar 64: