



TENANT BUILDING ACCESS CARD APPLICATION

Tenant Name: _____ Suite # _____ Department: _____

Applicant's Name: _____
(Last, First, MI)

Time Zone: Standard
 Variation – (specify):

Floor Group: _____
(List all floors to which employee will need access)

- Temporary Issue: Start Date: _____ End Date: _____
 Use Card # _____ (For Cards Already in Tenant Possession)
 Other Request(s) _____

Approved Signature Date

| | | |
|--------------------------|---------------------------|---------------------------------------|
| <u>Pricing Structure</u> | Initial Card Issue – \$10 | Replace Existing Card with New - \$20 |
|--------------------------|---------------------------|---------------------------------------|

Property Management Office Use Only

NEW CARD # _____ PICTURE ON SERVER
 EXISTING CARD # _____
Person Issuing _____ Date Issued _____

NOTE: To avoid error, please print legibly. Thank you.