



ACCESS CARD REQUEST FORM

**All cards are considered building property and must be returned upon Lease expiration or employee termination.
All lost and unreturned cards will be billed to Tenant's account at \$25 per card.**

PLEASE COMPLETE ONE (1) FORM PER ACCESS CARD NEEDED

Building Name: _____ Request Date: _____ Suite Number: _____

_____ **NEW EMPLOYEE**

_____ **REPLACEMENT CARD**

_____ **RE-ASSIGN CARD**

Card Holder's
Name: _____

Authorized Signature:

(Name and Title)

(Signature)

(Date)

FOR OFFICE USE ONLY

(Card Number Issued)

(Issued By)

(Date)