



## 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)