



Building and Parking Access Card Request

Date of Request: _____
This request is for: Add Building Access Add Parking Privileges
(please check all that apply) Delete Building Access Delete Parking Privileges
 Replace Access Card Change of Employee Information
Card # issued: _____

Customer Information

Last Name: _____ First Name: _____
Company: _____ Suite: _____
Work Phone/Cell: _____ Department: _____

Access Approval

Building Access: _____ Signature Approval: _____
Name of Authorized Building Contact Signature of Authorized Building Contact
Parking Access: _____ Signature Approval: _____
Name of Authorized Building Contact Signature of Authorized Building Contact

Building Access

Card should grant access to the following floors: 1st ___ 2nd ___ 3rd ___ 4th ___ 5th ___ Garage ___

*Access for monthly parking is subject to specific fees and charges. To request a new card or change the programming of an existing card, fill in the information below and upload this form to the **Building and Parking Access Card Service Request**. Upon receipt of your change request, confirmation will be sent back to you.

The activation charge for New or Replacement (lost, damaged or stolen) access card is \$25.00 and will appear on your following monthly rent statement.

* If you are signing up for monthly parking, a parking agreement will also need to be signed upon receipt of the access card. Reserved parking spaces are limited to your lease allowance and on a first come, first served basis at the prevailing monthly parking rate then in effect. There is a one time fee of \$100.00 per "RESERVED" sign.

Customer Acceptance

I acknowledge receipt of this access card and understand that I am responsible for notifying Courtyard Parking Office immediately upon knowledge that card is lost or missing. I also understand that the card replacement fee is \$25.00.

Customer Signature: _____ Date: _____

Building Management Use Only

Access card changed confirmed by Building Management Yes No
Authorized Building Management Signature _____
Date entered in access computer: _____