

Access Card Request Form

Please follow the instructions to obtain an access card:

1. Have the *Authorized Tenant Contact* fill out the first box.
2. Have the *Authorized Tenant Contact* or the new employee fill out the Card Holder Information.
3. Submit this form *along with an employee headshot* as an attachment to a work order. If the employee does not have a headshot, they may schedule an appointment with the Property Management office to have one taken. <https://www.eqcre.com/tenant-request-system/>
4. Have the *Card Holder* come down to either Security or the Management Office between 8:00 am and 2:00 pm for their photo.
5. Allow 24-48 hours for processing
6. For Parking, please contact Parkwell at andre@goparkwell.com and nami@goparkwell.com. For other badge questions please contact the Management Office

<u>Tenant Information</u>			
Tenant Name _____	Suite _____	Floors Occupied _____	
Tenant Authorized Contact _____	Phone _____		
Email _____	Signature _____	Date _____	
<u>Access Information</u>			
New Access	Replacement Card	Hours <input type="checkbox"/> 24/7 <input type="checkbox"/> Other _____	
Floors Accessed by Employee _____	Bike Cage :	Yes	No
Other _____			

<u>Card Holder Information</u>			
Name First _____	Last _____	M.I. _____	
Phone _____	Email _____		
Employee Signature _____	Date _____		

<u>For Building Management Use Only</u>			
Processed by Management _____	Date _____		
Processed by Security _____	Date _____		
Card Number _____	Billable \$25.00 <input type="checkbox"/> Yes <input type="checkbox"/> No _____		

Badge Received By _____ Date _____