

BUILDING ACCESS REQUEST

Applicant First Name: *

Applicant Last Name: *

Company: *

Company/Vendor Name:

Effective Date

Card Number:

Access Request (check all that apply): *

New Card (Add Access)

Cancel Card (Cancel Access)

Replace Card (Lost, Damaged, etc..)

Access Change (Edit Accesses)

Name Change

Freight Access for Dog

If applicable previous name:

If applicable previous card number:

Requests for new or replacement access cards will be billed at a rate of [\\$20.00/card](#) and will be billed to the Tenant at the end of each calendar month.

Note: This does not apply to Tenants that supply their own access cards.

I Agree

Authorized Tenant Contact Email Address

Authorized Tenant Contact E-Signature

Date*

Printed Name

Once completed, please attach your PDF form to an "Access Cards" work order via [Building Engines](#) - Thank you!