

Tenant: \_\_\_\_\_

Building: \_\_\_\_\_, Suite: \_\_\_\_\_

# Tenant Security Card Request Form

	Name	Make, Model & Color of Car	License Plate Number	(Y/N)	
				Parking Access	Suite Access
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____

**Number of Suite Keys requested.** \_\_\_\_\_

**Emergency Contact and telephone numbers** \_\_\_\_\_

**Signature**

By signing below, the Tenant acknowledges that the individuals listed above have permission to use the security cards for access into the building. Please treat each security card with the utmost care and report any lost or stolen cards to the management office immediately. Not reporting lost or stolen cards presents an unknown security threat. Replacement cards cost \$30 each. A \$30 deposit will be retained for each security card not returned to the property's management at the end of the lease. If you reassign a card to a different employee, please inform building management.

\_\_\_\_\_  
 Tenant Name (Type or Print)                      Title                      Signature                      Date