



ACCESS CARD REGISTRATION

Prior to issuing an Access Card, completely fill in all fields for each employee issued a card.
PLEASE PRINT *****Incomplete forms will not be accepted.***

TENANT NAME: _____ SUITE # _____
(Print Legibly):
CARD HOLDER'S NAME: _____
OFFICE PHONE NO. _____ LICENSE PLATE # _____

*****IMPORTANT*** Check the Entry point(s) this card will need to be activated for:**

- Building & Garage Entry
 Garage Entry **ONLY**
 Building Entry **ONLY**
 Freight Elevator
 Tenant Floor ()
 Other _____

Mark "X" next to the Selection(s):

_____ Please issue a **New Card** New Card # _____
 (\$30.00 each – one time charge,
 non-refundable, plus the monthly parking fees)

_____ Please **Deactivate Card** (No charge) Deactivate Card # _____

_____ Please issue a **Replacement Card** Replace Card# _____
 (\$15.00 each – one time, charge,
 non-refundable, plus the monthly parking fee)

_____ Please **Reactivate Card** (No charge) Reactivate Card # _____

_____ **Tenant Authorization** (*Print Name*) _____ **Manager's Signature** _____ **Date**

FOR MANAGEMENT OFFICE USE ONLY

Bill back tenant for a total of \$15.00 or \$30.00 **each card** = \$ _____ .

Card(s) entered into computer by: _____ **Date:** _____

PLEASE RETURN THIS FORM TO:

Management Office
5599 San Felipe, Suite 106 ♦ Houston, Texas 77056
Phone: (713) 621-1300 Fax: (713) 621-0218