



# 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:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Building & Garage Entry    | <input type="checkbox"/> Garage Entry <b>ONLY</b> | <input type="checkbox"/> Building Entry <b>ONLY</b> |
| <input type="checkbox"/> Reception Door (7 Flr)     | <input type="checkbox"/> Lobby Door (7 Flr)       | <input type="checkbox"/> Stairwell B (7 Flr)        |
| <input type="checkbox"/> Freight Lobby Door (7 Flr) | <input type="checkbox"/> Full Access (7 Flr)      | <input type="checkbox"/> Other _____                |

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

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

\_\_\_\_\_ Please **Deactivate Card**                      (No charge)                      Deactivate Card # \_\_\_\_\_

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

\_\_\_\_\_ 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, Texs 77056***  
***Phone: (713) 621-1300    Fax: (713) 621-0218***