



**Chasewood Access Control System
Request for Access Card**

The building doors and elevators will be unsecured from 7:00 AM until 6:00 PM Monday through Friday, and 7:00 AM until 1:00 PM Saturday, except Holidays and Sunday. All other times an access control card must be used for building entry and elevator operation. At all times, an access card is required to enter the parking garage. **Lost, damaged, or non-returned cards will be charged at \$25.00 per card.**

To Be Completed by Tenant's Employee (MUST BE TYPED or print neatly)

<ul style="list-style-type: none"> • Employee Name: _____ • Drivers License No./State: _____ 	<ul style="list-style-type: none"> • License Plate / State: _____ • Auto Make / Model: _____ • Auto Color / Year: _____
<ul style="list-style-type: none"> • License Plate / State: _____ • Auto Make / Model: _____ • Auto Color / Year: _____ 	<ul style="list-style-type: none"> • License Plate / State: _____ • Auto Make / Model: _____ • Auto Color / Year: _____

To Be Completed by Tenant's Authorized Representative

<ul style="list-style-type: none"> • Date: _____ • Company Name: _____ • Suite #: _____ 	<p align="center">Authorized Representative:</p> <ul style="list-style-type: none"> • Representative: _____ • Signature: _____ • Phone Number: _____
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Must Be Completed: (Please Check)

- New
- Replacement
- Modification
- No Card Needed

Must Be Completed (if card needed):

- Mon - Sat (normal building hours)
- Mon - Mon (24 hours)
- Parking: Yes No
- Lobby Doors: Yes No
- Auth. OT Air Conditioning: Yes No
- Auth. Elevator Access (Floors): _____

Tenant understands and agrees: (i) that all access cards remain the property of the Owner and must be returned at Owner's request; (ii) to keep the Owner informed in writing of any transfer of the access card or of any change in the information above; (iii) that the access control system does not guarantee the safety of any individual nor Tenant's assets; (iv) that safety and security is foremost depending on the acts and behavior of each individual; (v) to pay for all cost resulting from the loss of the access card, the misuse of the access system or non-compliance with Owner's rules and regulations; and (vi) that except justified emergency. **Owner will use its best efforts to process any request within two full business days after the day of receipt of the proper documents.**

To Be Completed by Tenant at Receipt of the Access Card

Access Card #:: _____	Date: _____	Received By: _____
circle one: lost \$\$ broken \$\$ doesn't work (nc)		
Replacement Access Card #:: _____	Date: _____	Received By: _____
circle one: lost \$\$ broken \$\$ doesn't work (nc)		
Replacement Access Card #:: _____	Date: _____	Received By: _____
circle one: lost \$\$ broken \$\$ doesn't work (nc)		
Replacement Access Card #:: _____	Date: _____	Received By: _____
circle one: lost \$\$ broken \$\$ doesn't work (nc)		