

## ACCESS CARD REQUEST FORM 1625 & 1675 BROADWAY

TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUITE: \_\_\_\_\_ TOWER: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

**1. NEW CARDS** –  Replacement Cards or  New Hire (please check one)

Name: **Must match name on Person's Photo ID**

	Floors	Card#	Date Received	Employee Signature	Guard Initial
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**2. CHANGES FOR EXISTING CARDS** – For Name Changes, Add or Delete Floors

Name	Card Number	Change Description	Date Effective	Guard Initial
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**3. DELETION OF EXISTING CARDS** (Lost or broken cards, or Terminated employees)

Name	Card Number	Reason for deletion (Lost, terminated, etc.)	Date Effective	Guard Initial
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Tenant: Please check all boxes that apply to persons listed in Deletion of Existing Cards section:**

Remove from:  Angus  ETH  FLS  Email list  Emergency Contacts  Authorized Signers  Directory

**AUTHORIZED TENANT CONTACT SIGNATURE:** Email form to [buildingforms.dec@am.jll.com](mailto:buildingforms.dec@am.jll.com)

Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

**For Property Management and Security Use only:**

Property Management:	Date:
Security Supervisor:	Date:
Tested by:	Date:

Email form to [buildingforms.dec@am.jll.com](mailto:buildingforms.dec@am.jll.com)