

ACCESS CARD REQUEST

WHEN PICTURE PROVIDED, CARD IS DELIVERED THE FOLLOWING BUSINESS DAY.
WHEN A PHOTO IS NEEDED, THIS CAN BE TAKEN MONDAY – FRIDAY, BETWEEN 11:00 a.m. to 3:00 p.m.
PROPERTY MANAGMEENT OFFICE. 1625 BROADWAY, SUITE 1430. BRING STATE ISSUED PHOTO ID.

PHONE: _____

TENANT: _____

SUITE: _____ TOWER: _____ DATE REQUESTED: _____

Grayed out sections will be completed by Security

NEW CARDS – **New Hire** **Replacement Card (please check one)**

| Name as it appears on Photo ID | Floors | Card# | Date Received | Employee Signature | Guard Initial |
|--------------------------------|--------|-------|---------------|--------------------|---------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

CHANGES FOR EXISTING CARDS – Name Changes, Add or Delete Parking/Floors

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

DELETION OF EXISTING CARDS (Returned, Lost, Broken or Non-Functioning)

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

AUTHORIZED TENANT CONTACT SIGNATURE:

Print Name: _____ Authorized Signature: _____

EMAIL TO: BUILDINGFORMS.DEC@JLL.COM

For Property Management and Security Use only:

| | |
|--|-------|
| Property Management: | Date: |
| Security Supervisor: | Date: |
| Tested by: | Date: |
| Remove from: <input type="checkbox"/> Daily Contacts-Shared <input type="checkbox"/> Emergency Contact-Shared <input type="checkbox"/> Authorized Signer-Shared <input type="checkbox"/> Tenant Notifications Email-DEC A T1, DEC B T2, DEC C SLB <input type="checkbox"/> Safety Warden Email-1DEC Safety Warden <input type="checkbox"/> Gym Users Emails- 2024 Gym SLB, 2024 Gym Users 1-T1, 2024 Gym Users 2-T2 <input type="checkbox"/> Bicycle Registrants Email-2024 Bicycle Registration <input type="checkbox"/> Electronic Tenant Handbook-Tenanthandbooks.com <input type="checkbox"/> Angus-ng1.angus.mrisoftware.com <input type="checkbox"/> Electronic Directory-Portal.touchsource.com | |