## 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:

Grayed out sections will be completed by Securi NEW CARDS — New Hire Replacement Card (please check one)  Name as it appears on Photo ID Floors Card# Received Employee Signature  CHANGES FOR EXISTING CARDS — Name Changes, Add or Delete Parking/Floors  Name Card Number Change Description Date Effective  DELETION OF EXISTING CARDS (Returned, Lost, Broken or Non-Functioning)  Reason for deletion (Lost, terminated, etc.) Date Effective  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: Remove from: Daily Contacts-Shared Emergency Contact-Shared Authorized Signer-Shared Tempore Remove from: Daily Contacts-Shared Tempore Management Authorized Signer-Shared Tempore Remove from: Daily Contacts-Shared Tempore Remove Re	SUITE:	TOWER:	DATE REQUES	TED:	
Name as it appears on Photo ID    Card   Received   Employee Signature	NEW CARDS –	Grayed out sections will be completed by Secur			
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Tested by: Date			ent and Security Use only:		
· ·	Property Management:		ent and Security Use only:	<u> </u>	
Notifications Email-DEC A T1, DEC B T2, DEC C SLB ☐ Safety Warden Email-1DEC Safety Warden ☐ Gym Emails- 2024 Gym SLB, 2024 Gym Users 1-T1, 2024 Gym Users 2-T2 ☐ Bicycle Registrants Email-2024 B Registration ☐ Electronic Tenant Handbook-Tenanthandbooks.com ☐ Angus-ng1.angus.mrisoftware.co	Property Management: Security Supervisor:		ent and Security Use only:	Date:	