

**CARD KEY REQUEST FORM  
6100 Center Drive**

**PLEASE PRINT**

**Cardholder Information**

Date \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Suite \_\_\_\_\_

Work Phone \_\_\_\_\_

Password \_\_\_\_\_

**REASON FOR REQUEST**

- New Start Date \_\_\_\_\_
- Delete Termination Date \_\_\_\_\_
- Reallocate card to a different employee
- Lost card/need replacement  Temporary

**Areas of Access**

Building

Floor(s):

1	2	3	4	5	6	7
8	9	10	11	12		

Parking

**Hours of Access**

ALL Hours *If not then specify:* \_\_\_\_\_

**Holidays**

YES  NO

**Vehicle Information**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Card Number** \_\_\_\_\_

**Authorizations**

Authorized Tenant's Signature (Office Manager) \_\_\_\_\_ Date \_\_\_\_\_

Property Management Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholder's Signature (Employee) \_\_\_\_\_ Date \_\_\_\_\_

*NOTICE: By Tenant's use and/or issuance of the Access Card(s), Tenant accepts the following: Tenant acknowledges that this Access Card(s) is to only be issued to and used by an authorized employee of the Tenant. Tenant assumes full responsibility for the control, custody and issuance of the Access Card(s). Tenant shall indemnify, defend and hold Landlord, it's employees, contractors, agents and affiliates harmless from and against any and all claims, damages, unauthorized uses and causes of actions arising as a result of, or in connection with, any use of the Access Card(s) and from any and all costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or any action or proceedings brought as a result of, or in connection with, such use.*

**MANAGEMENT USE ONLY**

Receipt Confirm. call to Tenant by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faxed form to UPS by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Confirmation from UPS by: \_\_\_\_\_ Date: \_\_\_\_\_

**PARKING OFFICE USE ONLY**

Input card information by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Billed for deposit by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Input vehicle info. Log by: \_\_\_\_\_ Date: \_\_\_\_\_

**UPS - Internal Use Only**

Company \_\_\_\_\_  
 Access Level \_\_\_\_\_ Entered By \_\_\_\_\_  
 Reader Group \_\_\_\_\_ Date \_\_\_\_\_