

# ENERGY TOWER ACCESS CARD REQUEST FORM

Must be approved by Manager or Authorized Personnel

PLEASE PRINT OR TYPE TO ENSURE ACCURATE INFORMATION IS RECORDED

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_  
(Please Print)

Company: \_\_\_\_\_ Suite: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- New Access Card  
 Delete Card # \_\_\_\_\_  
 Lost Card # \_\_\_\_\_  
 Change Card Information (specify reason below) \_\_\_\_\_
- Re-Issue Card # \_\_\_\_\_  
 Replace Broken Card # \_\_\_\_\_  
 Card not working properly # \_\_\_\_\_

Access Type:  Garage/Building  Garage Only  Building only (parking not provided)  Fitness Center  
Badge Access Hours:  24 Hours / 7 Days a week  6:00 AM – 7:00 PM, Monday – Friday  
Type of Parking Space:  Reserved  Unreserved

## Vehicle #1

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate \_\_\_\_\_ \*EZ Tag Number \_\_\_\_\_

\* No tolls will be charged with the use of an EZ Tag to access the parking garage.

## Vehicle #2

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License Plate \_\_\_\_\_ \*EZ Tag Number \_\_\_\_\_

\* No tolls will be charged with the use of an EZ Tag to access the parking garage.

## Conditions for card Issuance:

- All access cards may only be distributed through the **Building Management Office. Building Management will require this form to be completed in its entirety, including an authorized signature, prior to the issuance of an access card.**
- Any form turned in without all of the vehicle information provided will be activated as building access only.
- To transfer a card to another employee, an Access Card Form must be completed and delivered to Building Management.
- If an access card is lost, stolen or damaged, the Tenant will be billed \$10.00 for a replacement access card.
- Building Management reserves the right to close any portion of the parking facility for repairs, maintenance, inclement weather or other related issues.
- Tenant employees are required to observe and adhere to all parking signs and notices in the parking facility, i.e. speed limits, reserved parking, on-way signs, etc. Parking violators are subject to towing and/or revocation of parking access if repeat offenses occur. In the event of revocation, a fee will be charged for re-activation.
- Every parker is required to park and lock his/her own car. All responsibility for loss or damage to cars and contents, property or person is assumed by the parker.

I acknowledge that I have read and will abide by the above Access Card and Parking Rules and Regulations.

APPLICANT SIGNATURE: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_

## OFFICE USE ONLY

Date Received \_\_\_\_\_

Card deleted: Embedded # \_\_\_\_\_ Employee # \_\_\_\_\_

Card Activated: Embedded # \_\_\_\_\_ Employee # \_\_\_\_\_

Card Charges completed by: \_\_\_\_\_

Date delivered to tenant \_\_\_\_\_ Bill tenant account \_\_\_\_\_ Paid by employee check # \_\_\_\_\_

FORM MUST BE COMPLETED IN FULL TO PROCESS

Please return to [jgarza@cedarridgepm.com](mailto:jgarza@cedarridgepm.com) & [kcherry@cedarridgepm.com](mailto:kcherry@cedarridgepm.com)