

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 ☐ Re-Issue Card # _____
- ☐ Delete Card # _____ ☐ Replace Broken Card # _____
- ☐ Lost Card # _____ ☐ Card not working properly # _____
- ☐ Change Card Information (specify reason below) _____

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:

1. 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.**
2. Any form turned in without all of the vehicle information provided will be activated as building access only.
3. To transfer a card to another employee, an Access Card Form must be completed and delivered to Building Management.
4. If an access card is lost, stolen or damaged, the Tenant will be billed \$10.00 for a replacement access card.
5. Building Management reserves the right to close any portion of the parking facility for repairs, maintenance, inclement weather or other related issues.
6. 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.
7. 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