



ACCESS CARD ACTION FORM

Today's Date _____

Card # Assigned _____

Effective Date _____ Termination Date (Temp Cards Only) _____

Cardholder's Name _____ Cardholder Phone _____

Tenant _____ Tower/Suite No _____ Tenant Phone _____

BUILDING ACCESS – Check as applicable:

- New Card
- Change in Present Card Access
- Void Terminate Card No. _____ *
- Replace Lost/Stolen Card (\$10.00 fee)
- Replace Non-Functioning Card

ACCESS REQUESTED

Tower _____

Floor _____

Suite _____

Exercise Facility Y / N

(circle one and attach signed release)

Parking Y / N

(If yes please notify Alpha Park by e-mail at <mailto:1515parking@alphaparkco.com> or call 303.291.1111. You can also visit their website to sign up for parking at www.alphaparkco.com).

Tenant Authorized
Signature _____

Tenant Authorization
Printed _____

*If voiding a card, put the card number next to Void and fill out this form as if you were filling out a new card form.

Building Management

Completed By _____

Card # _____

Date _____

Please fill out this form and return it to the Building Management Office in Tower 1, Suite 115 by fax at 303.200.9425, or by email to nichole.depass@am.jll.com.