

ACCESS CARD ACTION FORM

Today's Date _____

Card # Assigned _____

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
- Replace Non-Functioning Card

Tenant Authorized
Signature _____

Tenant Authorization
Printed _____

ACCESS REQUESTED

Tower _____

Floor _____

Suite _____

Exercise Facility Y / N

(If yes, attach Exercise Room Facility Release Form)

Parking Y / N

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

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*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 attach it to a request in the Angus work order system.
Please email lauryl.love@am.jll.com with questions.**