ACCESS CARD REQUEST FORM

1 CITY CENTRE DRIVE

PLEASE PRINT

EMPLOYEE NAME: _____

LAST **FIRST**

COMPANY NAME: _____ **SUITE #:** _____

COMPANY PHONE #: _____ **EXTENSION #:** _____

REQUIRED ACCESS

Building Access After Hours	Yes ( )	No ( )
Floor Level Access: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	Yes ( )	No ( )
Unlimited Access (24 hours/7 days a week)	Yes ( )	No ( )
6:00 a.m. to 6:00 p.m. (Monday to Friday)	Yes ( )	No ( )
File Room	Yes ( )	No ( )
Mail Room	Yes ( )	No ( )
Computer Room	Yes ( )	No ( )

Will underground parking be required? Yes ( ) No ( ) Reserved _____ or Unreserved _____

VEHICLE LP # 2nd VEHICLE LP #

CONDITIONS

1. This application must be completed in full prior to release of a security access card. All questions concerning this application may be referred to OneServe Tenant Services at 905-275-6692.
2. Only one security access card will be issued per person.
3. Lost, stolen or damaged access cards must be reported to OneServe Tenant Services at 905-275-6692. There will be a $25.00 replacement charge per card.
4. Security access cards are the property of City Centre Plaza and must be returned to Security when employment with any of its tenants ceases.
5. Management reserves the right to add/alter any of the above conditions from time to time as required.

SIGNATURE OF EMPLOYEE: _____

AUTHORIZED BY: _____

"FOR PROPERTY MANAGEMENT USE ONLY"

CARD NO. ISSUED: _____ DATE ISSUED: _____

PROGRAMMED BY: _____

GWL REALTY ADVISORS OneServe