AFTER HOURS ACCESS CARD REQUIREMENTS

Tenants are asked to identify employees whom they wish to grant after-hours access to the building (6:00 p.m. - 6:00 a.m.). The building is on a card access system; Cards are issued at \$25.00/card; please issue cards ONLY to those employees who need after hour access. In the event the card is lost or misplaced it must be reported to management immediately. A replacement card will be issued at a cost of \$25.00 per card.

New employees and terminated employees must be reported immediately in writing to management. Access cards belonging to terminated employees must be returned to management. The individual who is authorized to approve issuance of the access card must sign this form.

Please do not swap cards between employees. If access cards are not returned to management, an additional \$25.00 fee will be assessed to the tenant.

Company Name:	Suite #:
Employee Name	Card Number
<u>Employee I value</u>	<u>Oard I (amber</u>
A - 212 - 11	
Authorized by:	
Printed Name:	
Title:	
Date:	

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