

# PARK PLACE IRVINE **BUILDING ACCESS REQUEST**

Request New Key Card

Modify Existing Key Card

Deactivate Card

Effective Date: \_\_\_\_\_

Key Card#: \_\_\_\_\_

## **Card Holder Informaton:**

New Card Holder *(first and last name)*: \_\_\_\_\_

Existing Card Holder *(if applicable)*: \_\_\_\_\_

Company: \_\_\_\_\_

Building: \_\_\_\_\_

Suite: \_\_\_\_\_

Password: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Authorized Tenant Contact Information:**

Name *(first and last)*: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

*(I understand new key cards are \$20 per card, to be charged on Tenant sundry account.)*

**Areas of Access:**  Lobby Doors

Elevators

Other Buildings

Building(s) requested: \_\_\_\_\_

Floor(s) requested: \_\_\_\_\_

Elevator(s) requested: \_\_\_\_\_

### **Office Use Only**

Card Number: \_\_\_\_\_

Programmed by *(print)*: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_