

# WATERFRONT PLAZA

## BUILDING ACCESS/PARKING CARD APPROVAL FORM

Tenant: \_\_\_\_\_  
 Building/Suite #: \_\_\_\_\_  
 Phone: \_\_\_\_\_

<i>Please Check One</i>
<input type="checkbox"/> New Badge
<input type="checkbox"/> Replacement
<input type="checkbox"/> Cancellation
<input type="checkbox"/> Renew

The Following Person(s) is hereby authorized to obtain an access card for (Please Check One):

Employee Name(s)	Building Access Only	Parking Only	Building Access & Parking

Please note there is a one-time non-refundable charge of \$10.00 per access card (which will be billed to Tenant). Reissued building access cards are subject to the same \$10.00 fee. Please report any lost cards to Waterfront Plaza Management immediately, as well as any changes in those authorized for access cards. **For Parking Access (after obtaining access card from Waterfront Plaza Management) please see ABM Parking Services to register and activate card. It is the Tenants responsibility to contact ABM Parking Services to cancel parking access.**

By: \_\_\_\_\_  
 Tenant's Authorized Representative

\_\_\_\_\_  
 Printed Name of Representative

\_\_\_\_\_  
 Date

<b>For Office Use Only</b>			
Employee: _____	Access Card #: _____	Issue: <input type="checkbox"/>	Cancellation: <input type="checkbox"/> Date: _____ By: _____
Employee: _____	Access Card #: _____	Issue: <input type="checkbox"/>	Cancellation: <input type="checkbox"/> Date: _____ By: _____
Employee: _____	Access Card #: _____	Issue: <input type="checkbox"/>	Cancellation: <input type="checkbox"/> Date: _____ By: _____
Employee: _____	Access Card #: _____	Issue: <input type="checkbox"/>	Cancellation: <input type="checkbox"/> Date: _____ By: _____
Employee: _____	Access Card #: _____	Issue: <input type="checkbox"/>	Cancellation: <input type="checkbox"/> Date: _____ By: _____