

## BUILDING ACCESS/PARKING CARD APPROVAL FORM

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

<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 new employees who require monthly parking, employee must sign the Elite Monthly Parking Agreement at <https://eliteparking.net/waterfrontplaza/>. Please note when registering for parking, you must have the last 5 digits located on your Building Access/Parking Card. It is the Tenant's responsibility to contact Elite Parking Services to cancel parking access for any of their employees.***

***\*Employee must present a valid photo ID when picking up card(s).***

\_\_\_\_\_  
 Tenant's Authorized Representative

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

\_\_\_\_\_  
 Date

For Office Use Only			
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: _____