SHORENSTEIN

REALTY SERVICES

PALISADES

Security Access Card Assignment

The building Security Access System requires access cards which are assigned to tenants who need admittance to the building after hours. There is a charge of $10.00 per card. Cards will be billed with your next month's statement.

If you need to order cards for new employees or deactivate cards for employees that have left your company, please fill out the list below and state what type of service you would like for each card. A numbered card will be assigned to each employee. The card number can be found on the front of each card. Please make sure the assigned card goes to the designated individual. DO NOT SHARE CARDS. As employees are terminated or leave your office, it is important to deactivate their cards immediately. DO NOT GIVE THE CARD TO ANOTHER EMPLOYEE without submitting the proper information to the Management Office first.

Date: _____

Tenant Name: _____

Building and Suite: _____Phone:_____

Authorizing Signature: _____

Please have all employees requesting cards sign or initial beside their name that they have read the above information. This form can be returned to the Management Office by fax at **678-501-3501** or scanned and e-mailed to **dross@shorenstein.com**.

Employee Name	Card # (if new, PM Office will assign)	Activate	De-Activate

PLEASE NOTE: If you wish to have Fitness Club access attached with a card, a Waiver MUST be signed and attached to this form.