

3131 TURTLE CREEK

Access Card Form

Please submit this form to the Management Office for all things related to building/garage access. In person to Suite 210 or via e-mail to: kdelarosa@lpc.com

- New access card requests
- Replacement access cards (will be charged)
- Terminations (please turn in the access card for re-use)

NOTE: One toll tag per employee.

Currently, the building hours are 7:00 a.m. until 7:00 p.m., Monday through Friday. If your card is lost or damaged, notify the Management Office immediately, so that it can be removed from the system and a new one can be issued. The replacement fee is \$20.00.

Toll Tag DNT #: _____ Toll Tag Type: NTTA ____ TxTag ____ Other ____
(Optional)

License Plate # State Make Model Color Year

Company Name Business Telephone

Employee Name (Cardholder) Suite #

Signature of Responsible Party for Authorizing Cards Date

Card # (first five numbers) New ____ Replacement ____ Re-assign ____ Cancel ____
(charge) (no charge)

TENANTS: DO NOT WRITE BELOW THIS LINE

Access Card #

Parking Permit #

Management Signature

Date

S.O. Signature

Date