



Republic Plaza

SECURITY ACCESS CARD AUTHORIZATION REQUEST

TENANT: _____

SUITE: _____ DATE REQUESTED: _____

PLEASE ALLOW 24 HOURS FOR DELIVERY

ADDITIONAL KEYS (New Employees or Replacement Cards)		Park	Card	**Central Operations Use Only**	
				Clearance	Encode ID
NAME (Please Print)		FLOORS (Y/N)		Number	CodeNumber
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

CHANGES FOR EXISTING KEYS (Name Changes, Add or Delete Parking of Floors)				
NAME (Please Print)	CARD NUMBER	CHANGE DESCRIPTION	DATE EFFECTIVE	
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

DELETION OF EXISTING KEYS (Returned, Lost, Broken or Non-Functioning)				
NAME (Please Print)	CARD NUMBER	CHANGE DESCRIPTION	DATE EFFECTIVE	
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Authorized By: _____
(Please Print Name)

Signature: _____
(Must be Authorized Contact)



To Be Completed by Property Management

Request Received and Approved by:

Completed By: _____

Date: _____