

SAN GABRIEL VALLEY CORPORATE CAMPUS
ACCESS CARD REQUEST FORM

FIRST NAME	MIDDLE INITIAL	LAST NAME

COMPANY INFORMATION	
EMPLOYING COMPANY:	
MANAGER AUTHORIZATION:	

VEHICLE INFORMATION - ALL FIELDS ARE REQUIRED

<u>VEHICLE MAKE:</u>		
<u>VEHICLE MODEL:</u>		
<u>VEHICLE COLOR:</u>		
<u>VEHICLE YEAR:</u>		
<u>LICENSE PLATE #:</u>		

CONTACT INFORMATION - ALL FIELDS ARE REQUIRED

BUILDING ADDRESS:	
BUILDING SUITE #:	
OFFICE PHONE #:	

CIRCLE ACTION REQUIRED - \$10.00 CHARGE FOR ALL CARD REPLACEMENTS BILLED TO TENANT
--

NEW REQUEST	REPLACEMENT	TERMINATION	ACCESS LEVEL CHANGE
-------------	-------------	-------------	---------------------

ACCESS CARD RETURNED	
YES	NO

ACCESS LEVEL				
GATE	BUILDING	GYM	LOCKER ROOM	ALL

MANAGEMENT OFFICE APPROVAL:	
SECURITY INPUT & DATE:	
DELIVERY DATE & ACCEPTED:	

BY REQUEST AND ACCEPTANCE OF THE ACCESS CARD I AGREE TO FOLLOW THE BUILDING RULES AND REGULATIONS

Parking Rules and Regulations

Tenant shall be entitled to use parking spaces during working hours, the exact location of which shall be designated by the operator of the parking garage.

Tenant shall not park in driveways or loading areas nor reserved parking spaces of other tenants.

Landlord or its agents shall have the right to cause to be removed any car of Tenant, its employees, agents, invitees, licensees, contractors or guests that may be parked in unauthorized areas, without notice.

Tenant agrees to save and hold harmless Landlord, its agents and employees from any and all claims, losses, damages and demands asserted or arising in respect to or in connection with the removal of any such vehicle and for all expenses incurred by Landlord in connection with such removal.

Access to designated parking spaces shall be granted by use of assigned parking access card. **TAILGATING IS PROHIBITED.**

Request for replacement access cards will be charged to tenant at \$10.00 per replacement.

Damages caused to the gate, gate motors and arms by tenants employees, agents, invitees, licensees, contractors and visitors will be billed directly to tenant.

Gate 3, 7 & 8 entrances and exits are recorded 24 hours per day 7 days per week.

Employee Signature: _____

Date: _____