

Hines

ACCESS CARD REQUEST

Tenant Name: _____

Suite #: _____ Phone #: _____

Approved By: _____

(approval signature)

(date signed)

New Card:

Card Holder Name:	Card Number:	Start Date:

Replacement Card (\$5 charge):

Card Holder Name:	Old Card Number:	New Card Number:

Card(s) Received By: _____

(signature)

(date signed)

NOTE: Please email this form to the Hines Property Management office at 609main.pm@hines.com. If additional space is needed, please submit the request in an Excel spreadsheet format. Special arrangements can be made to add tenant owned/provided badges to the base building access control system. Please contact Property Management to discuss.