

# Building Access Card Request

FourFortyFour South Flower

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite: \_\_\_\_\_

Authorized Requestor: \_\_\_\_\_

Employee Authorized to Pre-Register Visitors      Yes      No

If yes, please provide email \_\_\_\_\_

Deactivate Card # \_\_\_\_\_

## New Card Request

*(There is a \$15.00 charge for all new cards)*

New Card for New Employee

New Card for Existing Employee

Transfer of Existing Card # \_\_\_\_\_

New Employee

Existing Employee

## Access Hours:

Unlimited Access; 24 Hrs. 7 Days *(including weekends & holidays)*

24 Hours; Monday – Friday Only

Other \_\_\_\_\_

Authorized Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Security via

Email: [adam.aldrige@aus.com](mailto:adam.aldrige@aus.com)