

WATERFRONT PLAZA

BUILDING ACCESS/PARKING CARD RE-ISSUE / CANCELLATION FORM

Tenant: _____

Building/Suite #: _____

Phone: _____

The Following Person(s) is hereby authorized to obtain an access card for: **(Please Check One)**

Employee Name(s)	Reissue Card (Lost, Stolen or Damaged)	Building Access	Parking Access	Terminated (Deactivate Card)

Please note there is a one-time non-refundable charge of \$10.00 per access card (which will be billed to Tenant). Reissued building access cards are subject to the same \$10.00 fee. Please report any lost cards to Waterfront Plaza Management immediately, as well as any changes in those authorized for access cards. **For Parking Access (after obtaining access card from Waterfront Plaza Management) please see Standard Parking to register and activate card.**

By:

Tenant's Authorized Representative

Printed Name of Representative

Date

For Office Use Only:			
Employee: _____	Access Card #: _____	Re-Issue Cancellation Date: _____	By: _____
Employee: _____	Access Card #: _____	Re-Issue Cancellation Date: _____	By: _____
Employee: _____	Access Card #: _____	Re-Issue Cancellation Date: _____	By: _____
Employee: _____	Access Card #: _____	Re-Issue Cancellation Date: _____	By: _____
Employee: _____	Access Card #: _____	Re-Issue Cancellation Date: _____	By: _____