

# THE EXCHANGE ON ORANGE

## Access Card Request Form

Only one (1) card per individual requiring access for both Building and Parking Garage.  
NOTIFY SECURITY IMMEDIATELY IF CARD IS LOST OR STOLEN

**A Non-Refundable Set-up Fee of \$15.00 plus sales tax is required with each  
NEW OR LOST card issued.**

*Please complete the following information and forward as an attachment in the Service Portal*

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

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

Office phone Number: \_\_\_\_\_

### Card Information

New  Replacement  Other (See comments below)

Add/Change Status  Reissue to new cardholder  Void/Terminate

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ New Card Number: \_\_\_\_\_ Old Card Number: \_\_\_\_\_

### After Hours Building Access

Yes  No

### Parking Garage Access

Non-reserved parking 24 hr garage access  Reserved parking 24 hr garage access

### **Vehicle Information:**

1) Make/Model/Year: \_\_\_\_\_ Tag #: \_\_\_\_\_

2) Make/Model/Year: \_\_\_\_\_ Tag #: \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

