

# 11550 Fuqua

11550 Fuqua, Houston, Tx

## ACCESS CARD FORM

Must be approved by Manager or Authorized Personnel

PLEASE PRINT OR TYPE TO ENSURE ACCURATE INFORMATION IS RECORDED

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

(Please Print)

Company: \_\_\_\_\_ Suite: \_\_\_\_\_ Work Phone: \_\_\_\_\_

_____ New Access Card _____	_____ Card not working properly # _____
_____ Delete Card # _____	_____ Re- Issue Card # _____
_____ Lost Card # _____	_____ Replace Broken Card # _____
_____ Change Card Information _____	_____ Other # _____

### Conditions for card issuance:

- 1. Lost Cards- A \$10.00 non-refundable fee is assessed for lost cards.**
2. Defective Card – If a card is defective, broken, cracked or will not work due to normal wear and tear, it will be replaced free of charge if attached to a card replacement form, otherwise it will be considered lost. A \$10.00 fee will be assessed for cards that need to be replaced because they are warped from being left in direct sunlight inside your car or damaged in some other way that would not be considered normal wear and tear.

By signature below the user agrees to be bound by the terms and conditions stated above.

APPLICANT SIGNATURE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_

### OFFICE USE ONLY

Date Received \_\_\_\_\_

Date delivered to tenant: \_\_\_\_\_

Card deleted: Embedded # \_\_\_\_\_ Employee # \_\_\_\_\_

Card Activated: Embedded # \_\_\_\_\_ Employee # \_\_\_\_\_

Card Charges completed by: \_\_\_\_\_

Bill tenant account \_\_\_\_\_ Paid by employee check # \_\_\_\_\_

**FORM MUST BE COMPLETED IN FULL TO PROCESS**