

# THE ESPLANADE

## The Esplanade Security Access Authorization

Tenant Name: \_\_\_\_\_

Tower: \_\_\_\_\_ Suite #: \_\_\_\_\_

Company / Individual Requiring Access: \_\_\_\_\_

\*Companies must have a current Certificate of Insurance on file in the management office

Purpose of Access: \_\_\_\_\_

Entry Date: \_\_\_\_\_ Entry Time: \_\_\_\_\_ Exit Date: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Please list the materials / supplies being delivered and / or removed: \_\_\_\_\_

\_\_\_\_\_

**ACCESS WITH TENANT REPRESENTATIVE PRESENT:** This access is limited to the building only. Suppliers, deliverymen, contractors, etc. will not be granted access to tenant suites unless a tenant representative is present.

Acknowledged by: \_\_\_\_\_

Printed name & title: \_\_\_\_\_

**RELEASE FOR ACCESS WITHOUT TENANT REPRESENTATIVE PRESENT:** Tenant desires the above named company / individual to be granted access to tenant's suite in tenant's absence. Tenant hereby releases Esplanade Management from all responsibility for any loss, damaged, or missing equipment, supplies, and / or materials.

Authorized by: \_\_\_\_\_

Printed name & title: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### For Building Management Only:

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

