

THE ESPLANADE

The Esplanade Employee Security Registration / Change Form

Tenant Name: _____

Suite #: _____ Tower: _____

Phone #: _____ Email Address: _____

Employee (Last, First, M.I.): _____

Status: (Check one of the following and provide date of hire and / or termination)

- New Card Request – New Employee
- New Card Request – Lost / Damaged Card
- Card Information Change
- Suspend / Terminate Card

Other: _____

If using an existing card, please provide card number: _____

Date: _____

Acknowledged by (tenant signature): _____

Printed name & Title: _____

All cards will provide access to the building 24 hours a day, 7 days a week. There is a \$10.00 charge for any lost card requests that will be reflected on your monthly rent statement. Submit forms to the Property Management office through the Angus work order system (submit as an attachment for the work order) or email to oklever@lbarealty.com or rlinton@lbarealty.com.

Please allow 24 hours from the time submitted to receive cards.

CONFIRMATION CARD DELIVERY:

Access Card #: _____

Issued by: _____

Received by: _____ Date: _____

Confirm Access Card #: _____