

## 900 WEST HASTINGS

### CARD ACCESS AUTHORIZATION

<b>SECTION A</b> <i>To be completed by <b>building management</b></i>	
<input type="radio"/> New	Card Number: _____
<input type="radio"/> Replacement – <i>old card number:</i> _____	Date Issued: _____
<input type="radio"/> Cancelled - <i>date</i> _____	Date Returned: _____
Comments/Other Information: _____ _____ _____ _____	

<b>SECTION B</b> <i>To be completed and signed by <b>employer/authorized representative of the tenant</b></i>	
<b>ACCESS CARD/KEY FOB TO BE ISSUED TO:</b>	
Name: _____	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>surname</span> <span>first name</span> <span>initial(s)</span> </div>
Position/Title: _____	
Tenant Name: _____	
<b>TENANT AUTHORIZATION:</b> We hereby request that a building access card for after-hours access to the _____ floor(s) be issued to the above person.	
<div style="text-align: right; margin-right: 50px;">                     X _____                      authorized signatory                 </div>	
_____ date	_____ name and position

<b>SECTION C</b> <i>To be signed by the <b>employee</b> upon receipt of the access card/key fob</i>	
I hereby acknowledge receipt of the access card/key fob (the number on the back of the access card/key fob should match the card number noted above). I agree that I will be solely responsible for this access card/key fob, and that I will not allow anyone else to use my access card/key fob at any time. I will return the access card/key fob to building management upon demand. I understand and agree that if I do not return the access card/key fob upon demand, or if the access card/key fob is lost or stolen, I will be responsible for the cost to replace the access card/key fob of \$20.00. I agree to abide by all rules and regulations relating to after-hours access as set from time to time by building management.	
_____ date	X _____ signature