

Westminster Centre

CARD/FOB ACCESS AUTHORIZATION

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

SECTION B <i>To be completed and signed by employer/authorized representative of the tenant</i>	
ACCESS CARD/KEY FOB TO BE ISSUED TO:	
Name: _____	
surname	first name initial(s)
Position/Title: _____	
Tenant Name: _____	
TENANT AUTHORIZATION: We hereby request that a building access card for after-hours access to the _____ floor(s) be issued to the above person.	
X _____	authorized signatory
_____	_____
date	name and position

SECTION C <i>To be signed by the employee 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.	
_____	X _____
date	signature