



BUILDING ACCESS FORM

Please complete the following form for each employee that will need an access card to the building. **A replacement access card for current employees whose card was lost or stolen requires a \$10.00 fee.** Be sure to include an authorized signature at the bottom, and fax or email to The Kucera Companies at 346-6431 or melba.diaz@kuceraco.com. The form cannot be processed without an authorized signature.



ACCESS CARD: **New** **Delete** **Replace**

Building Name _____

Tenant Name _____ Suite # _____

Employee Name

Last Name _____ First Name _____

Position _____ Direct Line _____

Vehicle Information

Make/Model _____ Year _____

License Plate Number _____ Driver's License Number _____



THE SECTION BELOW TO BE FILLED OUT BY YOUR AUTHORIZED MANAGER OR SUPERVISOR



Employee's Access Card # (if assigned) _____

Please indicate whether this employee has authority to request afterhours HVAC at the following buildings:

Plaza 7000	YES <input type="checkbox"/>	NO <input type="checkbox"/>	5806 Mesa	YES <input type="checkbox"/>	NO <input type="checkbox"/>
One Far West	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Oakpointe	YES <input type="checkbox"/>	NO <input type="checkbox"/>
StoneCliff	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Courtyard	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Northland	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Kaleido I & II	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5926 Balcones	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Chancellor	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Authorized Signature

Print

Signature

Date _____