

601 JEFFERSON ACCESS CARD REQUEST FORM

Effective Date(s) _____

STEP 1 - TENANT INFORMATION:

Name: _____
 Company: _____
 Physical Address: _____
 Phone # _____ Fax # _____
 Email _____

STEP 2 - APPLICATION FOR (CHECK ONE):

New Access Card	Damaged Card	Lost Card
Replacement Access Card	Delete Card	Change Access

STEP 3 - SPECIFIC AREAS NEEDING ACCESS (CHECK ALL THAT APPLY):

Normal Hours (M-F, 6am - 6pm)	Low Rise Turnstile (Requires additional approval) Mid Rise Turnstile (Requires additional approval) High Rise turnstile (Requires additional approval) Other: _____
24 Hour Building Access	
40th Floor	
Elevators	
Freight	

STEP 4 - ACKNOWLEDGEMENT:

I acknowledge receiving a Brookfield Access Card.
 I will display my card in plain view at all times while entering the building.
 I will report if my card is lost or stolen to Brookfield Management immediately.
 I agree to use only my assigned card for all entry, exit and any special access as granted.
 I understand this card must be surrendered upon request of Management or termination.

STEP 5 - SIGN AND DATE:

 Signature Date

Questions? Contact Mary Ann Young at 713.951.7452 or via email maryann.young@brookfieldproperties.com

Supervisor must submit the completed form by email to 601receptionist@brookfield.com

Allow 24 hrs for photo to be taken in Brookfield Properties Security Office

FOR MANAGEMENT USE ONLY

Current Card ID: _____	Replacement Card ID: _____
Date Entered _____	
Card Returned (Check One): Y N	Processor's Initials: _____