

# The Pinnacle and Two Live Oak

## ❖ BUILDING ACCESS CARD FORM ❖

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

CARD #	EMPLOYEE	Add	Replace	Delete
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF REQUEST IS FOR DELETION, WERE CARD(S) RETURNED? \_\_\_\_\_

Replacement and unreturned deleted cards will be billed as per Above-Standard Service Pricing List.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Processed by (Security Officer):

Date Entered:

Delivered to (Tenant Contact):

Date Delivered:

**This form is for building access only.**

Parking and Fitness Center access may be requested separately.

Every effort will be made to process cards the day they are requested; however, requests received after 12:00 p.m. may be processed by 11:00 a.m. the following business day.

Please complete and return by fax to (404) 846-8294 or via email to the Director of Security.

