



LONGFELLOW

Access Card Request Form

Top portion of form to be completed by authorized requestor. Please email completed and signed form to kyoshizumi@lfrep.com.

Company Name: _____

Building Address: _____

Phone Number: _____ Suite No.: _____

Start Date: _____ Expiration Date: _____

The undersigned requests the following (please print):

☐ New Card Order Assigned to: _____ Card #: _____

☐ Reactivate Card #: _____ and re-assign to: _____

☐ Deactivate Card #: _____

☐

Employee no longer with company

☐

Card has been lost

☐

Card is not working

Type of Access:

☐ Building Access - 24 hours a day, 7 days a week ☐ include holiday access

☐ Other Building Access Hours (please specify): _____

Please sign below to authorize Management Office to process this access card request as stated above and acknowledge that San Diego Foundry Holdings, LLC, San Diego Foundry 1, LLC, San Diego Foundry 2, LLC, San Diego Foundry 3, LLC and its agents are held harmless from any and all responsibility in issuing this card. Tenant is responsible for notifying Landlord if card is lost or re-assigned to another individual. A non-refundable \$25 charge for new card orders will be invoiced to tenant at the end of the month.

Authorized Requestor: _____

Name/Title: _____

Email address: _____ Phone: _____

Management Office Use Only:

Management Approval: _____ Work Order # _____ Date: _____