

THE TOWERS

EMERYVILLE

Company: _____ Date: _____

Building &
Floor(s): _____ Contact: _____

REQUEST

- 1) Change Access
- 2) New Card
- 3) Delete/Cancel
- 4) Replacement Card (\$15)
- 5) Other _____

ACCESS

- A) Customer Floors
- B) Building & Elevator
- C) Parking

Authorized Signature: _____

Name (please print): _____

CARD NUMBER	EMPLOYEE NAME	REQUEST (NUMBER)	ACCESS (LETTER)	COMMENTS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Authorized signature: _____

Name (please print): _____

*There is a \$15.00 charge for each replacement card issued by LBA Realty; this payment may be delivered to the Property Management Office by check made payable to **KBSIII Towers at Emeryville, LLC**. There is no charge for programming or updating existing access cards.

