

## Datawatch Access Card Request Form

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Person Requesting Access Card: \_\_\_\_\_

Name of Employee for Access Card: \_\_\_\_\_ Access to garage? \_\_\_\_\_

*If access to the garage is required, please provide the following information:*

Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

Reserved or Unreserved Parking Space? \_\_\_\_\_

*Please note that access to the garage may require an addendum to your Lease Agreement, and a monthly fee for either reserved or unreserved parking will be included in your monthly invoice. The monthly fee amount is determined pursuant to the terms of your Lease Agreement.*

Dates Valid From \_\_\_\_\_ to \_\_\_\_\_

To request a reactivation of an existing access card, please provide the following information: S/C number: \_\_\_\_\_ Embossed Number: \_\_\_\_\_

Are you requesting a new access card? \_\_\_\_\_

*Please be advised that any additional access cards will be charged as per the terms of your Lease Agreement. Any access cards that are not returned at the end of your Lease Term will also be charged per the terms of your Lease Agreement.*

Authorized by: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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### For Management Use Only

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Date Request Received: \_\_\_\_\_ New Access Card Number: \_\_\_\_\_

Date New Access Card Issued to tenant: \_\_\_\_\_

Date Lease Agreement Addendum Signed: \_\_\_\_\_