## Douglas Emmett

Signature:

## **BUILDING ACCESS CARD REQUEST FORM**

Form CT-05

## 2001 Wilshire

To request new or changed access cards to the building for your employees, please complete this form, have an authorized person sign it and return it to the Office of the Building.

Tenant Name:						Contact Phone #:	
Suite No.:						Date:	
Access cards give access to the building and your floor. If you also want access for parking, you need to complete the appropriate paperwork with the parking company. Please note there will be a \$45.00 non-refundable activation fee billed to your account for each new card.							
PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS:							
Employee Name		Floor(s)			Effective Date		Access Card # (To be completed by the Building Management)
PLEASE RE-ASSIGN ACCESS CARD(S) AS FOLLOWS:							
Access Card #		New Employee Name			Floor(s)		Effective Date
PLEASE DE-ACTIVATE THE FOLLOWING ACCESS CARD(S):							
Access Card #		Employe		ee Name		Effective Date	
If you need more space, please add additional copies of this form.							
Tenant Authorized Person:	Signature:						
	Type/print name & title:						
Please remember to inform us promptly if there are any changes or when a card is lost or stolen.							
BUILDING MANAGEMENT USE ONLY							
Amount due:	\$		TLA#:				

If you have any questions, please contact the Office of the Building:

Phone: 310-478-8444 Fax: 310-312-0089 Email: <a href="mailto:2001wilshire@douglasemmett.com">2001wilshire@douglasemmett.com</a>

11766 Wilshire Boulevard, Suite 401, Los Angeles, CA 90025

Date: