



24 Waterway Avenue, Suite 225  
The Woodlands, TX 77380  
Business Phone: (832) 813.7373  
Business Fax: (281) 475.4638

Return to Marissa Virgadamo at  
[Marissa.Virgadamo@transwestern.com](mailto:Marissa.Virgadamo@transwestern.com)  
or fax to 281.475.4638.

## ACCESS CARD AUTHORIZATION FORM

**New --- Replacement --- Delete**  
(circle one)

**Lost Card Fee/Replacement Fee = \$6.00**

Please fill out the employee name(s) requiring a building access card.

	<u>EmployeeName</u>	<u>Card#Issued</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suite #:** \_\_\_\_\_

**Signature of Tenant Representative:** \_\_\_\_\_

For Use By Management Only
----------------------------

1. Access Cards Activated: \_\_\_\_\_
2. Access Cards Picked-Up: \_\_\_\_\_
3. Invoiced: \_\_\_\_\_