

1100

ORANGE EXECUTIVE TOWER

ACCESS REQUEST FORM

Please complete and return this form for each employee that is to receive building and/or parking access card. **Motorcycle Parking = \$35.00, Building Access or Parking Access = \$15.00. For reassignments /reactivations of access cards ONLY a \$5.00 fee will be incurred.** All charges and credits will appear on your monthly invoice. We ask that you TYPE or PRINT CLEARLY all information and return the form via entering a work-order thru the Tenant Portal. **Processing time is approximately 1 business day for 1-5 cards, 2 business days for 6-10 cards, 3 business days for 11-24 cards, 5 business days for 25+ cards submitted at one time. Requests received after 11:00 am will count as received on the following business day.**

Please contact the Parking office (714) 547-9338 with any questions. Thank you for your patience!

PERSONAL INFORMATION

Last Name: _____

First Name: _____

Company: _____

Suite/Floor: _____

Office Phone _____ Ext: _____

Primary Automobile: (Circle Type of Vehicle)

Regular Vehicle (car/truck/van) Motorcycle

License Plate # _____ Make _____ Model _____ Color _____

Secondary Automobile: (Circle Type of Vehicle)

Regular Vehicle (car/truck/van) Motorcycle

License Plate # _____ Make _____ Model _____ Color _____

ACCESS INFORMATION

Parking Decal #: _____ New Card Update Card Cancel Card

Parking Access None Always (parking access is 24/7)

Elevator Access None Always Floors _____

Gym Access: Yes No (Inquire in the building management office for this use)

APPROVAL INFORMATION

Print Name: _____ Signature: _____ Date: _____

FOR BUILDING AND PARKING MANAGEMENT USE ONLY

All Activation Completed By _____ Date: _____

Need to add to Invoice Yes No Charges Applied: \$ _____