



ACCESS CARD REQUEST FORM

Status: New Employee/ Update Existing
Circle One

Building: Waterford Plaza/ Island Center
Circle One

Company: _____ **Suite:** _____

Requestor: _____

Employee First & Last Name (*card assignment*): _____

Please check mark the appropriate Item(s) required:

- ☐ NEED A SUITE KEY
- ☐ NEED A NEW AFTER HOUR ACCESS CARD-
- ☐ NEED TO REASSIGN AN AFTER HOUR ACCESS CARD- *Access card #* _____

Please add additional access to the above access card:

- ☐ FITNESS CENTER- Fitness Center Application must accompany registration for access.
- ☐ EXECUTIVE PARKING- *Only at Island Center*

Auto Registration Information

#1 color/make/ model	license plate#	state
#2 color/make/ model	license plate#	state

****CARDS WILL NOT BE ACTIVATED WITHOUT TAG #****

PROPERTY OWNER SHALL NOT BE LIABLE AT ANY TIME OR UNDER ANY CIRCUMSTANCES FOR ANY MALFUNCTION, FAILURE OR UNAVAILABILITY OF ANY ELECTRICAL, MECHANICAL OR OTHER FACILITIES OR EQUIPMENT IN THE PARKING FACILITIES (IF ANY), OR FOR ANY LOSS, DAMAGE, EXPENSE OR INCONVENIENCE OF ANY NATURE (WHETHER DIRECT OR INDIRECT) RESULTING THEREFROM OR RELATED THERETO.

Employee Signature

Date

Authorized Company Signature

Date

Please Return To: Parmenter Realty Partners
Tele: 813-281-1110
Fax: 813-281-0069
Email: jindovina@parmco.com
Attn: Jessica Indovina, Tenant Services Coordinator

OFFICE USE ONLY

Access: Card #1 _____ Card #2 _____