

# PASARROYO



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### BUILDING AND ELEVATOR ACCESS CARD REQUEST FORM

#### UNIVERSAL PROTECTION SERVICES

251 S. Lake Ave. Lobby

Pasadena Ca. 91101

Ph. 626-405-4420 Fax 626-405-4422

Replacement Card \$ 15.00

#### KEY CARD HOLDER INFORMATION

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF CARDHOLDER (PLEASE PRINT) \_\_\_\_\_

#### REASON TO REQUEST

New: Start Date : \_\_\_\_\_

Delete: Termination Date : \_\_\_\_\_

Relocate card to different employee  
Key Card Number \_\_\_\_\_

Lost Card, Need Replacement

Building #: \_\_\_\_\_ Suite #: \_\_\_\_\_ Floor #: \_\_\_\_\_

Authorized Tenant's Signature ( Office Manager ) \_\_\_\_\_ Date : \_\_\_\_\_

Cardholder's Signature ( Employee ) \_\_\_\_\_ Date : \_\_\_\_\_

Notice : By tenant's use and/or Issuance of the Access Card (s), tenants accept the following : Tenant acknowledges that this Access Card (s) is to and only be issued to and used by authorized employee of the tenant. Tenant assumes full responsibility for the control, custody and issuance of the Access Card (s). Tenant shall indemnify, defend and hold Landlord : it's employees, contractors, agents and affiliates harmless from and against any and all claims, damages, unauthorized uses and causes of actions arising as a result of, or in connection with any use of the Access Card(s) and from any and all costs, attorney's fee, expenses and liabilities incurred in the defense of any claim or any action or proceeding brought as a result of or in connection with such use.

**NOTE : SUBMIT FORM TO BUILDING MANAGEMENT OFFICE**