



BUILDING ACCESS CARD REQUEST FORM

Form CT-05

MB Plaza

To request your Parking Access card(s) being programmed for building access for your employees, please complete this form, have an authorized person sign it and return it to the Office of the Building. **Please note there will be a \$50.00 non-refundable activation fee billed to your account for each new card.**

Tenant Name:		Contact Phone #:
Suite No.:		Date:

PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS:

Parking Access Card #	Employee Name	Effective Date

PLEASE RE-ASSIGN ACCESS CARD(S) AS FOLLOWS:

Parking Access Card #	New Employee Name	Effective Date

PLEASE DE-ACTIVATE THE FOLLOWING ACCESS CARD(S):

Parking Access Card #	Employee 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.

If you have any questions, please contact the Office of the Building:
Phone: 818-728-1900 Email: mbplaza@douglasemmett.com
16255 Ventura Boulevard, Suite 710, Encino, CA, 91436