



# TRANSWESTERN

## REGENCY PLAZA

### SECURITY CARD AND PARKING GARAGE ACCESS REQUEST FORM

(Form MUST be completed in its entirety before access card will be issued)

**SECURITY ACCESS CARD NO.:** \_\_\_\_\_  
(If this is a request for a new card, please leave blank as it will be filled in by Crescent)

NEW       STATUS/INFO. CHANGE  
(Please check one)

**NAME:** \_\_\_\_\_

**SUITE NO.:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**OFFICE TELEPHONE:** \_\_\_\_\_

**TYPE OF ACCESS: (Check All Applicable)**

- Parking Garage
- Reserved Parking (Parking Space No. \_\_\_\_\_)  
(Reserved Hang-Tag No. \_\_\_\_\_)
- Non-reserved Parking (Hang-Tag No. \_\_\_\_\_)
- Building Access (After Hours)

**Floors to be accessed after-hours**

(Please circle which floor access levels are desired)

BSMT, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Building Work Out Facility     Male       Female

**CARD REPLACEMENT**

- Card Not Working
- Lost Access Card

**DELETION OF ACCESS CARD AND/OR  
PARKING HANG-TAG  
(CHECK BOXES BELOW THAT APPLY)**

DELETE PARKING HANG-TAG

DELETE SECURITY ACCESS CARD

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note:** There is a \$15.00 charge for lost/replacement access card, \$50.00 charge for lost/replacement parking hang-tag. Access cards not returned upon deletion request will be subject to a \$15.00 "lost" fee and will be billed to the tenant's rent statement the following month.

**VEHICLE INFORMATION:** (Complete vehicle information MUST be provided in order for card to be processed)

**PRIMARY VEHICLE**

**ADDITIONAL VEHICLE**

**YEAR** \_\_\_\_\_

**YEAR** \_\_\_\_\_

**MAKE** \_\_\_\_\_

**MAKE** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**COLOR(S)** \_\_\_\_\_

**COLOR(S)** \_\_\_\_\_

**LICENSE** \_\_\_\_\_

**LICENSE** \_\_\_\_\_

**PLATE #(s)** \_\_\_\_\_

**PLATE #(s)** \_\_\_\_\_

**STATE** \_\_\_\_\_

**STATE** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

(Signature verifies vehicle information is accurate/correct)

**DATE:** \_\_\_\_\_

**CUSTOMER AUTHORIZATION:** \_\_\_\_\_  
(Authorized Customer Contact Signature)

**DATE:** \_\_\_\_\_

**TRANSWESTERN INFORMATION ONLY – PLEASE DO NOT FILL OUT ANY INFORMATION BELOW THIS LINE. THANK YOU!**

I have reviewed this access request and all information needed to complete this access request is present and is ready to have access card prepared.

**TRANSWESTERN AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Photo Has Been Taken?     Yes       No

**ACCESS CARD COMPLETED BY:** \_\_\_\_\_ **DATE COMPLETED:** \_\_\_\_\_  
(Transwestern Employee Signature)

**ACCESS CARD DELIVERED TO:** \_\_\_\_\_  
(Signature of person whom card was delivered to)