



### 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 A 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: yacosta@parmco.com  
**Attn:** Yesenia Acosta, Assistant Property Manager

---

#### OFFICE USE ONLY

**Access:** Card #1 \_\_\_\_\_ Card #2 \_\_\_\_\_