



## BUILDING ACCESS CARD REQUEST FORM

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

TENANT: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

**CIRCLE ONE:**

**NEW CARD**

**CHANGE**

**DELETION**

**ACCESS LEVEL:**

\_\_\_\_\_

**BUILDING ENTRANCE**

This card will allow access to Colorado Street building entrance,  
and will allow access to floor(s) 15 & \_\_\_\_\_ via the elevators after hours.

\_\_\_\_\_ **Yes** Do you want access to the Fitness Center?  
Have you signed off on the Fitness Center Rules and Regulations and the Release  
Indemnification Form online at [www.coloradotower.info](http://www.coloradotower.info) ?

\_\_\_\_\_ **No**

\_\_\_\_\_ **Male**                      \_\_\_\_\_ **Female**

**\*Please allow 48 hours to process this request.\***

**CUSTOMER CONTACT'S SIGNATURE:** \_\_\_\_\_

**\$25.00 - NON-REFUNDABLE CHARGE FOR LOST, DAMAGED, OR STOLEN CARDS. NO PERSONAL CHECKS ACCEPTED. THE FIRM WILL BE BILLED ON THE NEXT MONTHLY STATEMENT.**

**OFFICE USE ONLY**

**ENTERED BY:** \_\_\_\_\_

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

**CARD CHARGE:** \_\_\_\_\_

**COPIES SENT TO:**

**SECURITY** \_\_\_\_\_ **COLORADO TOWER ACCT.** \_\_\_\_\_ **TENANT** \_\_\_\_\_