



TRANSWESTERN

2000 West Loop
South Ste 150
Houston, Texas 77027
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transwestern.com

2000 WEST LOOP SOUTH ACCESS CARD FORM

Tenants are to identify those employees whom they wish to grant access to the building lobby after-hours and on building holidays.

Prior to the issuance of an access card, tenants must complete the following information for each employee. Please do not return the forms individually, but after each employee has completed this form. Please return the entire package to the management office.

(Please Print or Type)

CARD/TAG HOLDER NAME: _____

COMPANY NAME & SUITE: _____

BUSINESS PHONE: _____

HOME/CELL PHONE: _____

EMAIL ADDRESS: _____

Cardholder's Signature

Date _____

*Tenant Representative Signature

Date _____

*Must be signed by an officer of the company with the ability to authorize the issuance of security access cards.

**There is a \$20.00 replacement charge for all lost, stolen, or damaged access cards. All cancelled cards must be returned to the management office. If the card is not returned, there will be a \$20.00 charge per canceled card.

PROPERTY MANAGEMENT USE ONLY

Date Form Received: _____

Card/Tag # Issued: _____

Date Card/Tag Activated: _____

Date Card/Tag Returned: _____

Card/Tag Status: LOST / STOLEN / DAMAGE / REVOKED

Card Fee: 20.00 _____