



ACCESS CARD FORM

Legacy Tennyson Center
5100 Tennyson Pkwy Plano, Texas

THIS FORM MUST BE COMPLETED FOR ANY ACCESS CARD CHANGES OR NEW CARD DISTRIBUTION.
ALL CHANGES WILL BE MADE WITHIN 24 HOURS OF BEING RECEIVED.

(PLEASE PRINT)

I. General Information

Company Name: _____

Employee Name: _____

Vehicle Make/Model: _____

Vehicle Year: _____ Color: _____

License Plate#: _____ State: _____

II. Parking Access: Please indicate with an "X" the appropriate parking access for the employee.

- Executive Garage Access – Reserved Space # _____
- Employee Garage Access
- No Garage Access – Unreserved

- REQUEST TYPE**
- New Card ISSUE
 - Replacement
 - Update Info
 - Deactivate Card

- EMPLOYEE TYPE**
- Permanent
 - Temporary
 - Contractor/ Vendor

III. For Management Office Use Only

Card # _____

Replacement Of Lost Card (Old Card # _____)

Cancellation (Effective Date of Cancellation): _____

Approved by: _____

Date: _____

Signature: _____

Date: _____

*By signing above, you authorize Hines Interests, on behalf of building ownership, to issue an access card to the above referenced employee/contractor for access to Legacy Tennyson Center I, LLC, located at 5100 Tennyson Pkwy, Plano, TX 75024. Please note the cost of a new and/or replacement card is **\$20.00** and will be directly invoiced to your account (if you have exceeded your allotted total per your lease agreement). You further acknowledge this card is non-transferable without prior written consent and authorized from Hines Interests, Inc.