

# VILLAGE CENTER STATION | BUILDING ACCESS CARD REQUEST

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Individual's Name: \_\_\_\_\_ Suite/Floor: \_\_\_\_\_

Access Card Number: \_\_\_\_\_

Lost Card Number: \_\_\_\_\_

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## **TYPE OF REQUEST (√ one)**

New Card     Replacement Card     Deactivate Card     Legal Name Change

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## **TYPE OF ACCESS (√ all that apply)**

Building & Garage

Shower Facilities:             Men's             Women's

Authorized Building Contact Approval: \_\_\_\_\_

Phone Number: \_\_\_\_\_

After entering this request into the online tenant request system, please return the completed form to the Management Office. (email to [jesse.friedl@am.jll.com](mailto:jesse.friedl@am.jll.com))

Requests received by 1:00 PM will be completed that day. All others will be completed during the next business day. Please plan accordingly.

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To be completed by the Management Office:

Building Authorization: \_\_\_\_\_

Request Processed: \_\_\_\_\_