



SECURITY ACCESS CARDS (SECARDS) & VEHICLE REGISTRATION

Please complete this form and return it to the Management Office at 2000 Town Center, Suite 350 or fax it to (248) 350-2266. This information will be used for processing **NEW TENANT** Secards for requested employees for after-hours access to the building. Also, you will be notified should any problem occur with your car while it is parked in our structures. **Please keep an original of this form available for all future new employee Secard requests and / or vehicle changes.**

Company Name _____ Building _____ Suite _____

Submitted By (Authorized Person) _____ Phone # _____

(Authorized Signature) _____

Please type or clearly print the following information. This request will not be processed if information is missing.

	<u>Employee Name</u>	<u>Vehicle Make / Model</u>	<u>License Plate #</u>
1.	_____	_____	_____
	*Code: 1 2 3 4 5 6 (circle one)		
2.	_____	_____	_____
	*Code: 1 2 3 4 5 6		
3.	_____	_____	_____
	*Code: 1 2 3 4 5 6		
4.	_____	_____	_____
	*Code: 1 2 3 4 5 6		
5.	_____	_____	_____
	*Code: 1 2 3 4 5 6		

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| <p>*Codes: 1 = New Card
 2 = Replacement (lost - \$20/Fee)
 3 = Replacement (returned broken card)</p> | <p>4 = Cancel (returned card)
 5 = Cancel (card not returned - \$20/Fee)
 6 = Information Update</p> |
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- ◆ Please make copies of this form should you have more employees.
- ◆ This information will be kept strictly confidential.

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