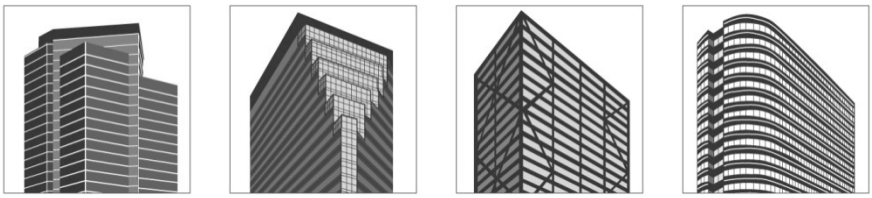
Southfield
TOWN CENTER



SECURITY ACCESS CARDS (HID) AND VEHICLE REGISTRATION

Please complete this form and return it to the Management Office, 3000 Town Center, Suite 2500. This information will be used for processing New Tenant access cards 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 access card 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.

	Employee Name	Vehicle Make / Model	License Plate #
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**		
6.			

***Codes:**
1 = New Card
2 = Replacement (lost - $20/Fee)
3 = Replacement (returned broken card)
4 = Cancel (returned card)
5 = Cancel (card not returned - $20/Fee)
6 = Information Update

- **Please make copies of this form should you have more employees.**
- **This information will be kept strictly confidential.**

Rev. 9.23.16