Г	1355									
	PEACHTREE									
BUILDING ACCESS CARD AUTHORIZATION										
	Submit through Prism									
PLEASE PRINT ALL INFORMATION	CARD INEW REPLACEMENT - \$25 REISSUE CARD PARKING YES* NO *Please enclose parking agreement	#_								
Name										
Company Name	Suite#									
Office Telephone	Access allowed to Main Lobby and Floor(s)									
Authorized by	(Print Name) Date									
	(Signature)									

## PLEASE READ BEFORE SIGNING

I, the undersigned, have been issued an access card by the Management Office (on behalf of Building Ownership) of 1355 Peachtree, 1355 Peachtree Street, Atlanta, GA 30309. I understand this card is for the undersigned's use **ONLY.** I understand this is a monthly contract and can be revoked by the Management Office at anytime. I understand that is the card is lost, a fee of \$25.00 will be charged to me in order to replace the card. I also understand that <u>anytime</u> my card is used, it will be recorded by the Security access system.

## PROPER USE OF CARD

At all controlled entrances, the access card should be held parallel to and at the center of the reader (gray, square panel with red-dot center), within 4 to 6 inches of the reader. At the garage entrance, the card must be used to gain entrance to the garage. After-hours in the elevators, present the card to the center of the black window beneath the elevator floor buttons; within five seconds, select the floor. The card will allow access only to the floor to which clearance has been given. **PLEASE NOTE:** Building Ownership and Management will not be responsible for improper use of the card or equipment malfunction.

Signature of Cardholder:				Date			
	FOR MANAG	EMENT	USE ONLY	(DATE AND INITIAL EACH CHANGE)			
	Access Card #	Date	Initials		Access Card#	Date	Initials
New#				Security Input			
Deleted#				Garage Access	() Yes	( ) No	
Lost#				Garage Input			
Reissue#				Health Club	() Yes	) No	
Official Access Level Code		Management Approval		Date			
	RE			FURN AUTHORIZATION			
Signature		Da	ate		_		

1355 Peachtree 1355 Peachtree Street NE, Suite 450, Atlanta, GA 30309 404.876.3007