

Ogle Property Management

Phone: (512) 327-4460

13915 1705 210 3321 3600 4201A 4201B
4201C 5725 609 8500 8920 9130

ACCESS CARDS/CODES/EMPLOYEE INFORMATION

Please fill out the following form for each employee that will need an access card to the building. **The cost is \$25.00 to activate a new card;** to de-activate or re-activate an existing card is \$15.00.

Be sure to include an authorized signature at the bottom, and e-mail the signed copy to: propertymgmt@ogle-properties.com. This form will not be processed without an authorized signature.

[Redacted area]

ACCESS CARD: New _____ Delete _____ Replace _____
Card # _____

Building Address:

Tenant Name & Suite #: _____

Employee Name:

Last Name: _____ First Name: _____

Position: _____

Vehicle Information:

Make/Model: _____ Year: _____

License Plate Number: _____ Color: _____

Ogle Employee/Date: _____

Authorized Lessee Signature

_____ **Print**

_____ **Signature/ date**