



SECURITY ACCESS CARD FORM
for SUB-TENANTS / EMPLOYEES

_____ New Access Card

_____ Deactivate Card

Employee Name: _____

Company Name: _____

Address: _____

Telephone: _____

Date: _____

Access Level:

_____ Tenant Floor Level

_____ (Suite #)

☐ NEW ACCESS CARD Sub-Tenant/Employee will need to fill this form and show two forms of identification.
The fee to issue a new security access card is \$25.00.

☐ CARD NOT WORKING (broken/cracked) Management will replace old card. **Old card must be sent with this form.** There will be a \$25.00 charge for replacing broken cards.

☐ LOST CARD. Contact Management office immediately to deactivate card. Bring proof of photo identification to level 3, and you will be issued a new card using the information on file. The \$25.00 lost card fee is the amount that it cost to generate a new card. **Failure to notify the security office in a timely manner could result in a breach of building security.**

Your signature below asserts your identification information is correct and acknowledges your responsibility to safeguard the card complying to the M. Rich Building Rules and Regulation.

Sub-tenant / Employee Signature _____

Authorized Person _____

Signature _____

**If you are in possession of keys for the building, these keys must be returned to the management team prior to have your access card issued. Tenant may retain key access to their individual suite and 115 MLK roller door.*

(For security office use only)

Card # Issued: _____

Date: _____

By: _____



Security Access Card

I acknowledge that I have received a security access card for:

MRich Building 115 Martin Luther King Dr. SW Atlanta, Georgia 30303

I also acknowledge and understand that I am responsible for any misuse, loss and replacement of this security access card. The Creations Group has no responsibility in my handling or mishandling of this card.

By signing below I agree and accept the above agreement:

Tenant

The Creations Group Representative

Date