

Access Card  
Request Form



Please make sure all information is completed:

**The first access card is provided to you at no cost. If lost or stolen, there is a \$25.00 replacement fee.**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Full-Time    Part-Time    Intern (Duration) \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

**APPROVAL:**

Tenant Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN COMPLETED REQUEST FORM TO LANDORD



**FOR SECURITY USE ONLY:**

Date request received: \_\_\_\_\_

Photo taken: \_\_\_\_\_

Access card required:            Yes \_\_\_ No \_\_\_

Key FOB required:                Yes \_\_\_ No \_\_\_

Access card number: \_\_\_\_\_

Date card processed: \_\_\_\_\_

Arista Place

Phone: 303-460-8800  
Building Management: 303-991-5980

8001 Arista Place, Suite 600  
Broomfield, CO 80021