

IMPORTANT: Please complete this form and submit and return via email, fax or in person to the building management office. Lost or stolen passcards/access card must be reported immediately. It is the responsibility of the cardholder to pay the fee for replacement cards. No cardholder shall lend their access card to any other person for any purpose or to park their own bike. The bike cage is for the sole use of Commerce Place tenants only. Bicycles must be removed daily. Do not use the bicycle cage as a storage locker.

Company name:		Suite No:
Tenant representative first and last name:		Title:
Telephone:	Email address:	
Signature:	Date submitted dd-mm-yyyy:	

First and last name:	Title:
Access card number:	Email address:
Telephone:	Signature:
First and last name:	Title:
Access card number:	Email address:
Telephone:	Signature:
First and last name:	Title:
Access card number:	Email address:
Telephone:	Signature:
First and last name:	Title:
Access card number:	Email address:
Telephone:	Signature:
First and last name:	Title:
Access card number:	Email address:
Telephone:	Signature:

This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
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QuadReal Property Group (your contact information here)
