Access Card Request Form

From _____ Company _____

Access – Mark A for building and elevators, and B for parking.

Employee Name	*Access*	*Comments*

Authorized Signature _____

Received by	Hines Property Management
Date Entered	

There is a $20.00 charge for each access card issued by Hines. There is no charge for programming or updating your current access cards. To update card holder name, access, and/or delete existing cards, please e-mail request to 55second.admin@hines.com (form not necessary).