

# PARMENTER TENANT ID & ACCESS CONTROL REQUEST FORM

- New Card                       Replacement Card – # from back of card \_\_\_\_\_
- Change Access – # from back of card \_\_\_\_\_
- Add Access – # from back of card \_\_\_\_\_
- Delete Access - # from back of card \_\_\_\_\_

## Section 1- To Be Completed For All Requests

|  |                      |
|--|----------------------|
| Date:  |                      |
| Company Name:  |                      |
| Employee First Name (printed):   | Last Name (printed): |
| Phone Number:  | Building Location:   |
| Employee Signature:  |                      |
| Access Requested: (if parking access is requested, please complete vehicle information below): |                      |
| Vehicle Information:<br>Make/Model _____ License Plate # _____                                 |                      |
| Tenant Representative Authorization  |                      |

## Section 3 - To be Completed By SunTrust Center Security

|                  |               |      |
|------------------|---------------|------|
| Card Number      | Front         | Back |
| Date Processed:  | Processed By: |      |
| Access Provided: |               |      |

**\*\*\*NOTE: A \$15.00 non-refundable fee applies for replacement cards\*\*\***