

BUILDING ACCESS REQUEST

**Douglas
Emmett**



Please fax all building access requests to the parking office @ (310) 277-2396.

CARD NUMBER _____ EMPLOYEE NAME _____

TENANT / SUB TENANT _____ SUITE # _____

PHONE NUMBER _____ E:MAIL _____

LEVEL 1: 24 HR BUILDING ACCESS Monday through Sunday / 24 Hours - Total Security Clearance

LEVEL 2: 6 a.m. – 8 p.m. Monday through Friday

NOTE: There will be a \$25 charge for all card keys that are lost, stolen or damaged. All cards must be returned to the Office of the Building for deactivation when an employee leaves your organization.

Approved by: _____ Date: _____

Primary Tenant / Office Manager