

# Card Access Request / Deletion Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Suite Number: \_\_\_\_\_

Address: 230 Peachtree Street, NW, Atlanta GA 30303

Access cards are assigned to customers to provide after hour access to the building. **All new cards issued will be provided at a charge of \$20.00 per card.** This charge also applies to the replacement of any lost or stolen cards.

## Access Card Request

Card Received: \_\_\_\_\_ Date: \_\_\_\_\_

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## Access Card Deletion

Office Building                       Garage                      \_\_\_\_\_ Card Number

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### *Management Use Only*

Card #: \_\_\_\_\_

Tenant Charged: \_\_\_\_\_ Roles Given: \_\_\_\_\_

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

Authorized by:

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

**Please complete and return to:**

230 Peachtree Street NW • Suite 1600 • Atlanta, Georgia 30303 • Main: 404-614-5230 • Fax: 404-577-5799  
P230info@portmanholdings.com