



1900 West Loop South
Suite 1175
Houston, Texas 77027
Phone: 713.850.9555
transwestern.com

1900 West Loop South ACCESS CARD & PHONE TAG FORM

Tenants are to identify those employees whom they wish to grant access to the building lobby after-hours and on building holidays.

Prior to the issuance of an access card or phone tag, tenants must complete the following information for each employee. Please do not return the forms individually, but after each employee has completed this form. Please return the entire package to the management office.

(Please Print or Type)

CARD/TAG HOLDER NAME: _____

SELECT ONE: Access Card _____ or Phone Access Tag _____

COMPANY NAME & SUITE: _____

BUSINESS PHONE: _____

HOME/CELL PHONE: _____

EMAIL ADDRESS: _____

Cardholder's Signature

Date _____

*Tenant Representative Signature

Date _____

*Must be signed by an officer of the company with the ability to authorize the issuance of security access cards and/or phone tags.

*There is a **\$20.00 non-refundable charge for each new proximity card, and a \$25.00 non-refundable charge for each new phone tag issued.**

PROPERTY MANAGEMENT USE ONLY

Date Form Received: _____

Card/Tag # Issued: _____

Date Card/Tag Activated: _____

Date Card/Tag Returned: _____

Card/Tag Status: LOST / STOLEN / DAMAGE / REVOKED

Card Fee: _____