

2100 Ross Avenue
Suite 865
Dallas, Texas 75201
214-754-2988 (O)

CardKey Request Form
Tenant Employee Information

Last Name: _____ First Name: _____

Company Name: _____ Suite No. _____ Building: _____

Vehicle Information (2100 Ross Parking Garage Only) – PLEASE LIST ALL VEHICLES

Vehicle Make/Model/Color

License Plate No.

Tenant Contact Information (TO BE COMPLETED BY AUTHORIZED TENANT CONTACT):

Request type: (Check one) Activate (to) existing card _____

New card request _____ Replace lost card _____

Replace broken card _____ Deactivate card _____

Building Access ONLY _____

Authorized By: _____

TO PREVENT UNAUTHORIZED USE, PLEASE REPORT LOST CARDS TO THE MANAGEMENT OFFICE

THERE WILL BE A \$15.00 NON-REFUNDABLE CHARGE FOR LOST, DAMAGED OR REPLACEMENT CARDKEYS.



THIS SECTION COMPLETED BY PROPERTY MANAGEMENT OFFICE ONLY

Card No. Issued: _____

Date Issued: _____

Card No. Cancelled: _____

Date Cancelled: _____

Employee Signature: _____

Please return this form to chelsi.guyton@cbre.com or
2100 Ross Avenue, Suite 865, Dallas, Texas 75201