



BUILDING AFTER HOUR ACCESS REQUEST

1515/1555 Poydras

To request new or changed access to the building for your employees, please complete this form, have an authorized person sign it and return it to the Management Office.

Tenant Name:		Contact Phone #:
Suite No.:		Date:

Building access cards/access stickers are used to gain access to the building before and after normal building hours (and on holiday closings). It is the tenant's responsibility to determine which employees are authorized for access to the building after-hours. **Please note there will be a \$35.00 non-refundable activation fee billed to your account for replacement building access cards/access stickers.**

PLEASE ISSUE NEW ACCESS CARD(S)/ACCESS STICKERS AS FOLLOWS:

Employee Name	Building Access	Type of Access	Received by Tenant Date and Signature
	1515 1555	Sticker Card	
	1515 1555	Sticker Card	
	1515 1555	Sticker Card	
	1515 1555	Sticker Card	
	1515 1555	Sticker Card	
	1515 1555	Sticker Card	

PLEASE RE-ASSIGN ACCESS CARD(S)/ACCESS STICKERS AS FOLLOWS:

Former Employee Name	New Employee Name	Effective Date

PLEASE DE-ACTIVATE THE FOLLOWING ACCESS CARD(S)/ACCESS STICKERS:

Employee Name	Effective Date

If you need more space, please add additional copies of this form.

Tenant Authorized Person:	Signature:	
	Type/print name & title:	

Please remember to inform us promptly if there are any changes or when a card is lost or stolen.

BUILDING MANAGEMENT USE ONLY		
Amount due:	\$	WO #:
Signature:		Date:

If you have any questions, please contact the Management Office:
Phone: 504.585.2670 Email: tsrpoydras@am.jll.com
1515 Poydras Street New Orleans, LA 70112