



Highland Pointe
333-377 E. Butterfield Road

BUILDING ACCESS CARD REQUEST FORM

Please e-mail to shernandez@millbrookrec.com

PLEASE PRINT LEGIBLY

Date _____

Full Name _____

Employer _____

Building Address (333 or 377) _____ Floor/Suite # _____

Work Phone _____

Access Card Issued to Employee ☐ Yes ☐ No

Access Card Number: _____

Access Card Clearance: _____

Automobile Information:

1st Vehicle

2nd Vehicle

Make: _____

Color: _____

License Plate: _____

Parking Rules:

1. Upper Deck – Parking for Visitors Only (Short-Term)
2. All Day Seminar/Student Guests should be instructed to park in Perimeter Parking
3. Employees are to always park in Perimeter Parking, Regardless of Duration

Access to the building is at will and under the rules and regulations of Building Management reserves the right to restrict access to the building, as needed. Each Tenant is responsible for all the cards issued to their employees. When an employee leaves your firm, please notify the Management Office. Any lost or stolen cards must be reported to the Office of the Building immediately.

The cost for additional, lost or replacement cards is \$20.00 per card billable to the Tenant account and payable without demand.

Applicant's Signature _____

Date _____

OFFICE USE ONLY

Card # _____ Issued by _____

Date _____ Billable Event ☐ Yes ☐ No

Date Billed to Tenant _____