



BUILDING ACCESS CARD REQUEST FORM

Form CT-05

Bishop Square

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

Tenant Name:		Tower: <input type="checkbox"/> ASB <input type="checkbox"/> Pauahi
Suite No.:		Date:
Email:		Phone #:

Access cards give access to the building and your floor. If you also want access for parking, you need to complete the appropriate paperwork with the parking company. **Please note there will be a \$40.00 non-refundable activation fee billed to your account for each new card.**

PLEASE ISSUE NEW ACCESS CARD(S) AS FOLLOWS:

Employee Name	Floor(s)	Effective Date	Access Card # (To be completed by the Building Management)

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

Access Card #	New Employee Name	Floor(s)	Effective Date

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

Access Card #	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:	\$	TLA #:
Signature:		Date:

If you have any questions, please contact the Office of the Building:
Phone: 808-545-7500 Fax: 808-523-6008 Email: bishopsquare@douglasemmett.com
1003 Bishop Street, Suite 440, Honolulu, HI 96813