

## Terminus Access Card Request

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>REQUEST</b> 1) CHANGE ADDRESS 2) NEW CARD/REISSUE CARD 3) CANCELLATION/VOID 4) REPLACE LOST OR DAMAGED CARD	<b>ACCESS</b> A) CUSTOMER FLOORS B) BUILDING AND ELEVATORS
--	--

CARD NUMBER	EMPLOYEE NAME	REQUEST	ACCESS	COMMENTS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPROVED BY: \_\_\_\_\_

RECEIVED BY:

PROCESSOR:

Please complete and return to :  
 Properties Incorporated  
 Peachtree Road NE , Suite 195  
 Atlanta, GA 30305  
 (404) 407-2000 - Fax (404) 949-0554

Cousins  
3280

