

**BADGE # ASSIGNED TO VENDOR:** \_\_\_\_\_

**400 North Brand Boulevard,  
Glendale, CA 91203**

**ACCESS REQUEST FORM**

**ACCESS INFORMATION**

Date of Access                      From: \_\_\_\_\_                      To: \_\_\_\_\_  
Time:    Begin \_\_\_\_\_ AM/PM                      End \_\_\_\_\_ AM/PM

**TENANT INFORMATION**

Tenant Company \_\_\_\_\_ Tenant Representative \_\_\_\_\_  
Tenant Phone ( ) \_\_\_\_\_ - \_\_\_\_\_                      Tenant After-Hour Phone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Suite / Floor / Area to be accessed \_\_\_\_\_

**Please Note:** Tenant is responsible for granting suite access to vendors / contractors.

**VENDOR INFORMATION**

Vendor / Contractor \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_  
Description of Activity / Contractor employee names \_\_\_\_\_

**OTHER SERVICES**

Will this work require Building assistance? YES / NO (circle one)  
Describe request: \_\_\_\_\_  
There may be a charge if above-standard service is requested, please check with building management.

ACCESS TO ELECTRICAL CLOSET	YES / NO (Circle one) Available Monday - Friday
ACCESS TO TELEPHONE CLOSET	YES / NO (Circle one) Available Monday - Friday
FRIEGHT RESERVATION	YES / NO (circle one) \$30/hour 4-hour minimum
LOADING DOCK ACCESS (20 minute loading)	YES / NO (circle one) Available Monday - Sunday

**INSURANCE VERIFICATION**

All vendors and contractors scheduled to perform any work for the building or within a Tenant suite are required to provide proof of insurance to Building Management prior to any work commencement. Approval of access forms is subject to confirmation of insurance compliance.

Certificate of insurance verified by **Management** YES / NO (Not required, no services are being performed)

\_\_\_\_\_/\_\_\_\_\_  
**Building Management Authorization** /Date

\_\_\_\_\_/\_\_\_\_\_  
**Tenant Authorization** / Date

All requests must be received by 4:00PM on the preceding business day. Please fax the completed form to Building Management at (818) 553-6799, or deliver to 400 N. Brand Blvd., Suite 160. For additional information, please call (818) 553-6724.