

Riker Building Access System Tenant Form:

Individual Tenant Info: (Employee)

Floor # _____

First Name: _____ MI: _____

Last Name: _____

Employee Id: (Card #): _____ Provided by Security / Do not fill this section in.

Do you have Garage door privileges: Yes ☐ No ☐

Contact Info:

Company: _____

Office: (Suite #) _____

Position: (Title) _____

Primary Phone#: _____

Emergency Contact Name/Phone #: _____

License Plate#: _____

Email: _____

Access Times Requested:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Special Notes: _____

Please fill out form with all specified fields requested. To receive your new access card, you must return old access door key and garage door entry key card before new access card can be issued.

* (For security purposes we ask that you badge out at the end of each day)

* (There is a \$25.00 replacement fee for lost cards)

Signature: _____ Date: _____