



Parkview at 1920 McKinney ♦ 1920 McKinney Avenue ♦ Suite 110 ♦ Dallas, Texas ♦ 75201  
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## BUILDING ACCESS REQUEST FORM

*This form must be completed and signed by tenant's authorized representative. Return completed form through Angus Portal by 1:00 PM for same day processing.*

COMPANY NAME: \_\_\_\_\_ SUITE # \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_  
First Last

### Please check type of request:

ADD Card

Delete Card

ACCESS CARD #: \_\_\_\_\_

**The building hours are Monday through Friday 7:00 am until 6:00 pm and Saturday from 8:00am until 1:00pm. For security reasons, please use your access card outside of building hours for access to building and elevators.**

Please send ALL access requests through the Angus Portal. Failure to send through portal will delay processing. To request through Angus, please choose request type: Building Access; Trade: Security; Assign to: lidon Security. If you have any questions, please email us.

Requester (Print Name: ) \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Management Office Use Only</i>	
Issued by _____	Date Issued _____