

Building Access Card Request

Citigroup Center

Employee Name: _____

Company Name: _____ Suite: _____

Authorized Requestor: _____

Employee Authorized to Pre-Register Visitors Yes No

If yes, please provide email _____

Deactivate Card # _____

New Card Request

(There is a \$15.00 charge for all new cards)

New Card for New Employee

New Card for Existing Employee

Transfer of Existing Card # _____

New Employee

Existing Employee

Access Hours:

Unlimited Access; 24 Hrs. 7 Days *(including weekends & holidays)*

24 Hours; Monday – Friday Only

Other _____

Authorized Tenant Signature: _____

Date: _____

Please return to the Property Management Office via
Fax: 213.624.0196
Email: nattalia.acosta@citigroupctr.com