

# 3131 TURTLE CREEK

## Building/Parking Access Form

Please submit form to the Management Office for all things related to building/garage access.  
In person to Suite 210 or via e-mail to: [rcloud@ipc.com](mailto:rcloud@ipc.com)

- New access card requests
- Replacement access cards (will be charged)
- Parking Sticker (updated vehicle information is required)
- Terminations (please turn in the access card for re-use)

NOTE: One toll tag per employee.

Currently, the building hours are 7:00 a.m. until 6:30 p.m., Monday through Friday. If your card is lost or damaged, notify the Management Office immediately, so that it can be removed from the system and a new one can be issued.

Replacement and Key Copy – Costs (fees subject to change)

Access card \$20.00    Parking Sticker \$5.00    Key Copies \$5.00

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Toll Tag DNT #: \_\_\_\_\_ Toll Tag Type: NTTA \_\_\_\_ TxTag \_\_\_\_ Other \_\_\_\_  
(Optional)

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**Parking:** Reserved Space # \_\_\_\_\_ Un-reserved Parking \_\_\_\_\_ Parking Not Utilized \_\_\_\_\_

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License Plate # *Required*    State    Make    Model    Color    Year

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Company Name    Business Telephone

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Cardholder's **First Name**    **Last Name**    Suite #

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Signature of Responsible Party for Authorizing Cards    Date

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\_\_\_\_\_ New \_\_\_\_\_ Replacement \_\_\_\_\_ Re-assign \_\_\_\_\_ Cancel \_\_\_\_\_  
Card # (first five numbers)    (charge)    (no charge)

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**TENANTS: DO NOT WRITE BELOW THIS LINE**

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Access Card #

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Parking Permit #

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Management Signature

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Date