

# 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: [kdelarosa@lpc.com](mailto:kdelarosa@lpc.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 7:00 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 # <i>Required</i>	State	Make	Model	Color	Year
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Company Name	Business Telephone
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Cardholder's <b>First Name</b>	<b>Last Name</b>	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

Revised: 7/2019