

**BRIARLAKE PLAZA**  
Access Card and Parking

**CHANGE FORM**

**One BriarLake Plaza**

**Two BriarLake Plaza**

**NAME:** \_\_\_\_\_  
**PRINT NAME**

**COMPANY NAME:** \_\_\_\_\_

**ACCESS CARD (UPDATE):**

Broken      Lost      New      Defective      Revoke

**DELETE: CARD # :** \_\_\_\_\_

**ADD: CARD # :** \_\_\_\_\_

**VEHICLE INFORMATION (UPDATE):**

**DELETE:**  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_

**ADD:**  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_

**AVI TAG (UPDATE):**

Broken      Lost      New      Defective      Revoke

**DELETE: AVI TAG #** \_\_\_\_\_

**ADD: AVI TAG #** \_\_\_\_\_

**There will be a \$20.00 replacement fee for all lost AVI Tag and Building Access Cards. Lost, stolen or unauthorized AVI Tags and Building Access Cards will be rendered inoperable.**

\_\_\_\_\_  
\*Tenant Representative Signature

\_\_\_\_\_  
Date

**\*Must be signed by an authorized tenant contact with the ability to authorize the issuance of access cards.**

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|                    |             |
|--------------------|-------------|
| <b>REVOKE</b>      | <b>AUTH</b> |
| <b>DATE:</b>       |             |
| <b>ENTERED BY:</b> |             |

**PROPERTY MANAGEMENT USE ONLY:**