

Seventeenth Street Plaza
New Tenant
Access Card Request Form

Please follow the instructions to obtain an access card:

1. Have the *Authorized Tenant Contact* fill out the first box.
2. Use the second page to list each employee and their access preferences.
3. Submit this form *along with an employee headshot* as an attachment to a work order. If the employee does not have a headshot, they may schedule an appointment with the Property Management Office to have one taken.
Work orders can be submitted at: <https://www.eqcre.com/tenant-request-system/>
4. Badges will be processed in 24-48 hours.
5. For Parking, please contact Parkwell at andre@goparkwell.com and nami@goparkwell.com. For other badge questions please contact the Management Office at 303-292-4500.

Tenant Information

Tenant Name _____ Suite(s)/Floor(s) _____ Number of Badges Requested _____

Tenant Authorized Contact _____ Phone _____

Email _____ Signature _____ Date _____

For Building Management Use Only

Processed by Management _____ Date _____

Processed by Security _____ Date _____

