



TENANT SECURITY ACCESS LIST

(Please complete, sign & email to dpcmanagement@parallellcp.com)

Tenant Name _____
Suite Number(s)

Authorized by (*Print Name*) _____
Phone

Authorized by (*Signature*) Date Email

- For security purposes, please submit your complete current access list. Anyone not included on this form will be removed from the access list.
- The employees listed below are permitted after-hours entry into the building.
- Building security is authorized to provide the listed employees with access into tenant's suite(s).
- If additional space is needed, please add employees on a separate sheet.
- Bio-metric fingerprinting is usually scheduled Monday–Friday, 2pm–4pm, other times are available upon request. Please call to schedule an appointment.
- Employee must present a valid photo-ID for the Bio-metric fingerprint scanning appointment.

<u>EMPLOYEE'S NAME</u> (<i>as it appears on their valid photo ID</i>)	<u>PIN #</u> (<i>Completed by building management</i>)
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1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____