

**TOWN CENTER**  
**Building Access & Photo ID Form**

All tenants must obtain a photo ID badge, which is also your building access card. You must have this form and a driver's license/state identification card with you to obtain an ID badge. Discuss your building access needs with your supervisor and complete the form accordingly prior to meeting with Property Management.

Employee's Name:

\_\_\_\_\_  
First\_\_\_\_\_  
M.I.\_\_\_\_\_  
Last

Company: \_\_\_\_\_

**Building Access Card**

Building Access Cards are issued by Property Management, located in Suite 140 on the 1st Floor. Please contact Sonia Klingel at 614-224-8550 to obtain your building access ID card.

Front Door/Back Door       Garage Parking (Vehicle Registration must be completed)

Signature: \_\_\_\_\_

**Photo ID**

Photo ID's are taken at the Security Desk, located in the Lobby. Photos are taken from 8:00am to 2:30pm.

Name: (as you'd like it to appear on your photo ID)  
\_\_\_\_\_**Please Read:**

**Care of your Card:** you are expected to take reasonable care in the use and storage of your ID.

**Replacing your Card:** if you lose your card, you're required to immediately report it lost or stolen so the card may be deactivated from the system.

**Access:** photo ID holders must not give their photo ID to another person for the purpose of granting that person access to the building or the parking garage.

**Returning your Card:** all cards shall be returned upon separation, resignation, firing, termination or any other event where the individual no longer requires use of the photo ID.

**CONTINENTAL USE ONLY**

Card Number: \_\_\_\_\_

PM Initial: \_\_\_\_\_

Date: \_\_\_\_\_