



Worthe Real Estate Group

# THE POINTE

## VENDOR ACCESS / SECURITY NOTIFICATION

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

Requestor Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Upon completion and approval, this form shall serve as written notice that the below-referenced firm(s) will be working in the building at the Tenant's request:

**Vendor Name:** \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

**Suite:** \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
Month/ Day/ Year

**Time:** \_\_\_\_\_  
From/To

**Keys Provided by Tenant:** \_\_\_\_\_

For completion by Security:

**Signature of person accepting keys:** \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License/ID #: \_\_\_\_\_  
*Must be left with Security in exchange for keys*

**Security Officer issued:** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of person returning keys:** \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License/ID returned: \_\_\_\_\_

**Security Officer accepted:** \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Building Management Approval (as authorized agent for Catalina Media Development, LLC):

_____	_____	_____
Name (Print)	Signature	Date