

## Cardholder Template

Last Name	First Name	Middle Initial

Tenant Name	Property (One, 101, Both)	Floor (s)

Street Address / Apt.	City	State	Zip

Telephone (work)	Telephone (home)	ACCESS HOURS (24x7 or Restricted)*

Freight / Loading Dock Access (Yes/No)

Special Circumstance for Access (not identified in Access Level List):

\* Access Hours default will be 24 hours, 7 days per week unless specifically restricted to Normal Business hours (M-F 8AM - 6PM; Sat. 8AM-1PM).

Please call the management office at 617-497-7711 if you have any questions. Thank you.