

## ACCESS CARD AGREEMENT

**CARD NUMBER ASSIGNED:** \_\_\_\_\_

NEW TENANT only	_____ (No Charge)
ADDITIONAL CARD	_____ (\$25.00)
REPLACEMENT CARD (LOST/STOLEN/BROKEN)	_____ (\$25.00)
REACTIVATE EXISTING CARD	_____ (No Charge)
DEACTIVATE EXISTING CARD	_____ (No Charge)
EXISTING CARD REASSIGNED:	_____ (No Charge)

**PREVIOUSLY ASSIGNED NAME:** \_\_\_\_\_

**CARD RETURNED TO MSG ON:** \_\_\_\_\_

**New Name Issued To:** \_\_\_\_\_  
(PRINT)
(FIRST)
(LAST)

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

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

**Phone:** \_\_\_\_\_

This confirms that you are in possession of an entry card to the building, the number of which is printed above. Please use card separately from any other card to avoid reader conflicts and misreads.

Report a lost, stolen or damaged card as soon as possible to the Management Office at 210-490-7272. There will be a \$25 replacement fee to obtain a replacement card. Upon lease termination, Tenant understands and agrees to pay \$25 for each building access card that has been issued but not returned to MSG Management, Inc. **All fees are non-refundable.**

Please email forms to [egeckler@msgmanagement.com](mailto:egeckler@msgmanagement.com) or [mleyva@msgmanagement.com](mailto:mleyva@msgmanagement.com) or fax to 210-490-7725.

\_\_\_\_\_  
**Card Holder Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_  
**Date**

**Comments:**

**cc: Accounting**