

Hines

750 Canyon Dr
Coppell, TX 75019

750 CANYON Access Card Form

THIS FORM MUST BE COMPLETED FOR ANY ACCESS CARD CHANGES OR NEW CARD DISTRIBUTION. ALL CHANGES WILL BE MADE WITHIN 24 HOURS OF BEING RECEIVED IN THE MANAGEMENT OFFICE.

(PLEASE PRINT)

I. General Information

Company Name: _____

Employee Name: _____

Vehicle Make/Model: _____

Vehicle Year: _____ Color: _____

Vehicle License #: _____ State: _____

REQUEST TYPE

New Card ISSUE

Replacement

Update Info

Deactivate Card

AFTER HOURS

EMPLOYEE TYPE

Permanent

Temporary

Contractor / Vendor

III. For Management Office Use Only

Card # _____

Replacement Of Lost Card (Old Card # _____)

Cancellation (Effective Date of Cancellation): _____

Approved by: _____ Date: _____

Signature: _____ Date: _____

*By signing above, you authorize Hines Interests, on behalf of building ownership, to issue an access card to the above referenced employee/contractor for access to 750 Canyon, located at 750 Canyon Dr., Coppell, Texas 75019. Please note the cost of a new and/or replacement card is **\$20.00** and will be directly invoiced to your account (if you have exceeded your allotted total per your lease agreement). You further acknowledge this card is non-transferable without prior written consent and authorized from Hines Interests, Inc.