

**ATLANTA GALLERIA  
ACCESS CARD ASSIGNMENT**

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**PLEASE FAX COMPLETED FORM TO GALLERIA SECURITY AT (770) 859-1285.**

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> GALLERIA 100 | <input type="checkbox"/> GALLERIA 300 |
| <input type="checkbox"/> GALLERIA 400 | <input type="checkbox"/> GALLERIA 600 |

Company Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
*last first middle initial*

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Vehicle Information:**

\_\_\_\_\_  
*tag # / state / make / model / color*

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**TO BE COMPLETED BY TENANT CONTACT ONLY: (select one time zone only)**

1. 7 days a week, 24 hours a day
2. Monday - Friday, 24 hours a day
3. Monday - Saturday, 24 hours a day
4. Monday - Friday, 7 p.m. to 12 midnight
5. Saturday and Sunday, 7 a.m. to 12 midnight

Is this employee also authorized for Holiday access?  YES  NO

Is this access card: (check one)

- |   |   |
|---|---|
| <input type="checkbox"/> NEW CARD               | <input type="checkbox"/> LOST/STOLEN - CARD # _____ |
| <input type="checkbox"/> REISSUE - CARD # _____ | <input type="checkbox"/> TERMINATED - CARD # _____  |

Tenant Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

*Revised 4/02*

Card #: _____
Time Zone: _____
Access Level: _____
Date Issued: _____