



NEWPORT SUMMIT BUILDING ACCESS CARD & PARKING FORM

Please complete and return this form for each employee receiving building/parking access. Please type or print clearly and return to Michelle Thompson – mthompson@lpc.com. Each new access card is \$15.00.
Please allow 24 hours for new requests to be activated.

PERSONAL INFORMATION

COMPANY NAME: _____

LAST NAME: _____

FIRST NAME: _____

BUILDING ADDRESS/SUITE #: _____

OFFICE PHONE NUMBER: _____

VEHICLE INFORMATION

MAKE/MODEL/LICENSE PLATE: _____

MAKE/MODEL/LICENSE PLATE: _____

ACCESS CARD INFORMATION

CARD # _____ NEW CHANGE CANCEL

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BUILDING ACCESS

NONE ALWAYS NORMAL BUSINESS HOURS

ELEVATOR ACCESS – FLOOR # _____

PARKING ACCESS

NONE GENERAL PARKING RESERVED – SPACE# _____

APPROVAL INFORMATION (TENANT OFFICE MANAGER)

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

******* LPC OFFICE USE ONLY *******

TO BE FILLED OUT UPON COMPLETION

MANAGEMENT OFFICE - INITIALS: _____ DATE: _____

PARKING BOOTH – INITIALS: _____ DATE: _____