

Piedmont Center

Access Fob Request Form

Access Fobs are used to gain entry to the building(s), parking decks, and elevators after normal business hours. When employees leave you can either return the access fob to the Management Office OR you can keep it for future employees. It is important that we maintain accurate records regarding access fobs so when an employee leaves your company please make us aware.

Company Name _____

Building _____ Suite _____

Company Contact _____

Contact Number _____ Contact Email _____

Date of Request _____ Filled By _____

EMPLOYEE NAMES (PLEASE PRINT LEGIBLY)