FLATLEY MANAGEMENT COMPANY, LLC
45 Braintree Hill Office Park • Braintree, MA 02184 • Tel: (781) 848-2000

BRAINTREE HILL OFFICE PARK

BUILDING ACCESS CARD FORM

This form must be **COMPLETED** to obtain an Access Card

(please print or type)

Name of Company: _____ **Building No.** _____

Name of Employee: _____ **Title:** _____

An Access Card is required to enter the building **before** and **after** business hours, limited to one (1) active Access Card per person. Access Cards must be returned to your Office Manager on or before your last day of employment. Office Managers are responsible to notify Flatley Management Company to deactivate the card.

Under no circumstances is your Access Card to be given to anyone other than your Office Manager. Office Managers must **not transfer** Access Cards unless a new form is completed and returned. **If you lose your Access Card, notify your Office Manager and then Flatley Management at 781-849-4434, immediately.**

_____ _____
Employee's Signature **Date**

_____ _____
Office Manager (print full name) **Business Telephone No.**

_____ _____
Office Manager's Signature **Date**

(check one) _____ **New Card** _____ **Transferred Card**

Access Card Number: _____ **Date Issued:** _____

- Additional cards are available for **$5.00 each**.
- Companies must report lost or stolen cards **immediately** to Flatley Management Company.
- Companies will be charged **$10.00** for each lost or stolen access card.
- Companies must report employees who are no longer employed to Flatley Management Company so the cards may be deactivated.
- **Completed Form: Fax** to 781-849-4440 or **email** to lquinn@flatleyco.com

Digitally signed by Linda Quinn
DN: cn=Linda Quinn, o=Flatley Management Company, ou, email=Lquinn@Flatleyco.com, c=US
Date: 2016.04.27 14:54:43 -04'00'