



THE SCHRAFFT'S CENTER

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 617-242-2700, 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 617-242-9857 or email to Lhogan@flatleyco.com