

**SIC-3130 Wilshire, LLC**

3415 South Sepulveda Bl., Suite 100

Los Angeles, CA 90034

Building Office: 310-397-1200

NEW TENANT BUILDING ACCESS KEY CARD REQUEST FORM

Return form to: Management3130management@swigco.com**Date:** _____**Suite:** _____ **Company:** _____**Authorized Contact:** _____ **Tele:** _____**Cardholder's Name:** _____ **Tele:** _____

Description:	Cost Per Card	Number of cards	Card Number Assigned
_____ New Key-Card	\$ 25.00	_____	_____
_____ Replacement Card	\$ 25.00	_____	_____
_____ Name Change Only		_____	_____
_____ Activate Existing Card		_____	_____
_____ De-Activate Existing Card		_____	_____

key cards subject to 15% admin fee*Type of Access: (Check all that apply)**

Building: _____ **Floor:** _____
_____ 24 hour access
Or
Business Hours
_____ (7AM-7PM)

Cardholder's Signature: _____ **Date:** _____
Name: _____

Tenant's Authorization: _____ **Date:** _____
Name: _____

For Questions:

Office of the Building

3130management@swigco.com

310-397-1200