3130 Wilshire

Vendor Access Request / Notification

Please submit (2) two working days in advance and include the Vendor's COI certificate. Submit telecomm (telephone / cable / internet) requests (1) one week in advance.

SUITE: _____ TENANT: _____

VENDOR NAME: _____

_____

_____

Date(s) of Access: _____

Hours requested: From: _____ pm To: _____ pm

Description of services to be provided: [1]

_____

_____

_____

Additional services:

Guard Service: _____

Freight Elevator Access: _____

Access to MPOE [2] _____

Other Special Requirements:

_____

_____

_____

Authorized Tenant Contact: _____

Signed: _____ Date: _____

Email: _____ Phone: _____ x _____

Deliver or Email completed form and insurance certificate to:

SIC-3130 Wilshire, LLC Office: (310) 397-1200

3415 South Sepulveda Blvd, Suite 100 Los Angeles, California 90034

Email: 3130management@swigco.com

[1] For telecommunication requests, please include the scope of work as submitted by the vendor - specify type of equipment / cable / conduit.

[2] Use the building electrician for all work requiring access to the MPOE room.