

# THE TOWERS AT WILLIAMS SQUARE

## SECURITY CLEARANCE / SPECIAL ACCESS FORM

TENANT COMPANY NAME: \_\_\_\_\_ SUITE # & TOWER: \_\_\_\_\_

TENANT CONTACT NAME: \_\_\_\_\_ AFTER HOURS PHONE: \_\_\_\_\_

VENDOR / COMPANY  
REQUIRING ACCESS: \_\_\_\_\_

VENDOR CONTACT NAME (S) \_\_\_\_\_ AFTER HOURS PHONE: \_\_\_\_\_

SPECIFIC WORK TO BE PERFORMED: \_\_\_\_\_

(MOVE IN / MOVE OUT / DELIVERY / PICK-UP / CARPET CLEANING / CONSTRUCTION, ETC.)

ADDITIONAL COMMENTS: \_\_\_\_\_

### ACCESS DATES & TIMES / LOCATION OF WORK / CLEARANCE AREA

DAY	DATE (S)	TIMES	FLOOR (S) & TOWER (S)	MECH/ELEC/PHONE ROOM (S)
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				

**I understand that a current vendor insurance certificate (*meeting building requirements*) must be on file with the Williams Square Management Office before work can begin and access to mechanical, electrical & telephone rooms, must be approved by the Management Office in advance.**

Tenant's Authorizing Signature: \_\_\_\_\_

NOTE: This clearance form must be faxed to 972/869-4820 or hand delivered to the Williams Square Management Office prior to 2:00 p.m. on the day of the request for access. Management reserves the right to deny access to any individual/company for failure to meet this deadline or provide adequate insurance coverage. No alternate form is permitted and Tenant must approve this form, in writing, before clearance is authorized. Tenant's vendors are not authorized to approve this form. *Complete after hours building rules and optimal after hours scheduling recommendations may be obtained from the Management Office.*

#### PROPERTY MANAGEMENT USE ONLY

Vendor Insurance on File:      YES \_\_\_\_\_ NO \_\_\_\_\_      Manager Approval \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_