

**Cornerstone One  
New Employee  
Building/Parking Access Information**

This individual has been provided with a card and is authorized to enter the premises during non business hours. The building management office will assign these cards.

Card # \_\_\_\_\_ Name On Card: **X** \_\_\_\_\_

Company: **X** \_\_\_\_\_ Suite #: **X** \_\_\_\_\_

**X** Building Access Only: \_\_\_\_\_ or Building and Parking Access: \_\_\_\_\_

Authorized Signature: **X** \_\_\_\_\_

**NOTE: A CHARGE OF \$10.00 WILL BE BILLED FOR EACH CARD ISSUED.**

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**Parking Permit Information**

Permit # \_\_\_\_\_ Tag # **X** \_\_\_\_\_

Year of Car: **X** \_\_\_\_\_ Make/Model: **X** \_\_\_\_\_

To be completed by Cornerstone Management Only:

Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

**\*Every section on this form must be properly filled out in order for this request to be honored.**