

Hertz Investment Group
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Today's Date: _____

**ACCESS & FREIGHT REQUEST FORM
TENANT CONTRACTORS, VENDORS & VISITORS**

****Please note: All access to Tenant Space is to be Provided by the Tenant.****

Date of Access Request: _____

Arrival Time: _____ AM PM Departure Time: _____ AM PM

Purpose of Request: _____

Tenant Name: _____ Suite Number: _____

Authorized Tenant Contact: _____

Authorized Tenant Contact Cell #: _____

Company Name Requesting Access: _____

Company On-Site Representative: _____

Company On-Site Representative Cell #: _____

Name of All Individuals Requesting Access (REQUIRED):

Was a Certificate of Insurance for this Company provided to Management? YES NO

(FOR MANAGEMENT USE ONLY)

Approved By: _____ Date: _____

Comments: _____

DISTRIBUTED TO: MANAGEMENT / SECURITY / ENGINEERING