

ACCESS CONTROL EMPLOYEE DATA SHEET

230 Fifth Avenue

(PLEASE PRINT AS CLEARLY AS POSSIBLE)

	Enter Your Information In Below Column
Date	
Showroom Name	
Last Name	
First Name	
Suite #	
Office Telephone Number	
Unique ID Number (last 4 digit of social security number)	
Employee Signature	
<p>By signing this Data Sheet, I hereby understand that Newmark Knight Frank, (NKF) will charge my company for new, replaced & deactivated cards. I also represent that the above listed company has a signed lease with NKF. I further understand that if a lease doesn't exist or is not authorized by NKF, my card may be deactivated. The Authorized Tenant/Representative Signature provides acceptance to pay the above charges that will be invoiced on the company's monthly rent invoice. Be advised cards on average have a 2-3 year lifecycle therefore, access cards may have to be replaced at the Tenants expense.</p>	

Authorized By _____

{Print Name & Position}

{Must be authorized by manager or owner of showroom}

Authorized By _____

{Signature}

**Please note: Pictures for ID badger are taken on Mondays, Wednesdays & Fridays
between 10am and 1pm**

Excel Security Corp.
505 Eighth Avenue – 17th Floor
New York, New York 10018
Email: access@excelsecure.com
Tel: 212.239.8086
Fax: 212.931.6775
www.excelsecure.com