



A Rreef/ McCarthy Cook Office Campus
 185 Berry Street, Suite 140
 San Francisco, CA 94107
 Tel: 415-543-3521 Fax: 415-543-1623

After-hours access is Monday thru Friday, before 7:00 a.m. and after 6:00 p.m., weekends and holidays when the Property is closed to the general public. Access cards are issued to tenants or vendors allowing entry to each Buildings lobbies. Tenants are required to use this card at entry to the property and to enter all lobbies or doors controlled by the access control system. To achieve access, the card must be passed in front of the card reader.

Access Card:

- New Employee
- Lost-Access card # _____
- Terminated-Access card# _____
- Replacement card# _____
- Parking _____

Please note: There is a \$25 fee for cards that are lost or not returned by employees (if they quit or are terminated) payable upon receipt of a replacement card. Please make checks payable to **China Basin/San Francisco, LLC**

Name: _____

The above person is authorized to have access to the property during non-business hours.

- Full-time
- Part-time
- Temporary
- Contractor/Vendor

Company Name: _____ **Suite:** _____

Temporary Access Needed From: _____ **to** _____

 **AUTHORIZED TENANT CONTACT

 DATE

 TITLE

 PHONE NUMBER

Please return form to: CHINA BASIN
 Building Management Office, Suite 140
 Fax: 415-543-1623

PICKED UP BY: _____ **DATE:** _____
 AUTHORIZED TENANT CONTACT