

**Bank of America Center  
Access Request Form**



**Date of Request:** \_\_\_\_\_

**Date of Access:** \_\_\_\_\_

**Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_  
am / pm am / pm

**Contractor Information**

**Company Name:**  
  
**Contact Name:**  
  
**Phone #**

\_\_\_\_ Loading Dock

**Tenant Information**

**Name:**  
  
**Floor(s)/Suite(s):**  
  
**Tenant Contact:**  
  
**Authorized Tenant Contact Signature:**

\_\_\_\_ Freight

**Work to be Performed:**

[Empty box for work to be performed]

1. Contractors are granted access to Tenant space only upon the written request of the Tenant, or through verbal confirmation from the Tenant's Representative. Security Guards on duty may not make exceptions without the express permission of the Tenant Representative or Building Manager. Tenants should provide keys and access cards to their contractors and arrange access and scheduling directly with them.
2. **All contractors must have a current Certificate of Insurance on file in the Management Office before access can be granted. Houston PT BAC Office Limited Partnership, Moczulski and Moczulski Properties, Inc., M-M BAC, L.L.C. and MMP Commercial Services, LLP must be listed as additional insured.**
3. Access requests must be received by Property Management Office in writing 24 hours prior to the commencement of work. Please fill out this form completely and deliver or fax to the Property Management Office at 713/222-7621. If you have any questions, please call 713/224-0181.

COI

Building Manager \_\_\_\_\_

Engineering Manager \_\_\_\_\_