



**1900 AVENUE OF THE STARS
BUILDING PROCEDURES FOR AFTER HOURS ACCESS**

Primary Tenant _____ Sub Tenant _____

Suite Number _____ Phone Number _____

Employee Name _____

- 1 Monday through Sunday 24 Hours Total Security Clearance.
- 2 Monday through Friday 7:00 AM – 7:00 PM Standard Business Day Clearance

- Please copy this form and fill out one (1) per employee
- Assign access level by marking the appropriate box
- Please submit this form to the Office of the Building for proper building access

Please submit this form to:

**TOPA MANAGEMENT COMPANY
1800 Avenue of the Stars, Suite 1400
Los Angeles, CA. 90067
Phone: (310) 203-1870
Fax: (310) 203-1871**

NOTE:

There will be a \$20.00 charge for all card keys that are lost, stolen or damaged. All cards must be returned to the office of the building for deactivation when an employee leaves your organization or is no longer authorized to use the system.

Approved by: _____
Primary Tenant/Office Manager