



12130 and 12180 Millennium Entry Memo

THIS ENTRY MEMO MUST BE COMPLETED BY TENANT, SIGNED BY A CURRENT AUTHORIZED SIGNATORY AND BE APPROVED BY BUILDING MANAGEMENT OR ACCESS WILL BE DENIED

ON _____ THE BELOW LISTED FUNCTION WILL OCCUR IN THE BUILDING AT APPROXIMATELY _____.

- ___ MEETING
- ___ AFTER HOUR VISIT/WORK
- ___ CONSTRUCTION
- ___ CARPET CLEANING
- ___ MOVE IN
- ___ MOVE OUT
- ___ TELEPHONE SERVICES
- ___ OTHER _____.

NAME OF COMPANY
TO BE ALLOWED ACCESS _____.

NAME OF TENANT _____.

TENANT APPROVAL _____.

BUILDING MANAGEMENT APPROVAL _____.

FREIGHT ELEVATOR ACCESS ___ YES ___ NO

CERTIFICATE OF INSURANCE RECEIVED ___ YES ___ NO

ADDITIONAL
COMMENTS: _____

_____.