

**1201 & 1225 New York Avenue, NW  
Building Access / Loading Dock Request Form**

**Tenant Information**

Tenant Name: \_\_\_\_\_ Suite: \_\_\_\_\_

Tenant Contact: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vendor/Contractor/Delivery Information**

Contractor needing access: \_\_\_\_\_

Date needing access: \_\_\_\_\_ Time: \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_

Description of delivery: \_\_\_\_\_

Location of work to be performed: \_\_\_\_\_

Estimated duration: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

Certificate of Insurance requested from Vendor/Contractor?      Yes                      No

**\*Please contact Management Office for specific Certificate of Insurance requirements if no certificate is currently held.**

Special Requests: \_\_\_\_\_  
\_\_\_\_\_

**For Management Personnel Only**

Coordinated by: \_\_\_\_\_ Signature: \_\_\_\_\_

Engineer(s) notified: \_\_\_\_\_

Verification of Certificate of Insurance:      Yes \_\_\_\_\_      No \_\_\_\_\_

**\*Access will only be granted to Vendors/Contractors with a valid Certificate of Insurance on file.**

A Staffing Charge of \$40.00 per hour, or the amount specified in individual Tenant Leases, will be billed to the requesting Tenant for all requests taking place after 7:00pm. Management reserves the right to revoke Contractor/Vendor access at its sole discretion. Management must receive 24 hours notice for all building access.