

**METROPOLITAN REAL ESTATE INVESTORS
SECURITY CLEARANCE - COMERICA BANK TOWER
MANAGEMENT OFFICE - PHONE: (214) 658-1600 FAX: (214) 658-1605**

DATE(S) OF WORK TO BE PERFORMED: _____

1. TENANT INFORMATION: (All requests must be submitted by Tenant)

Tenant Name: _____ Suite Number: _____
Tenant Contact: _____ Contact Number: _____
Title: _____ 24 Hr. Phone: _____

2. VENDOR INFORMATION:

Company Name: _____ Contact Name: _____
24 Hour Phone: _____
Sub-Contractors: _____

Memo Attached _____

3. WORK TO BE PERFORMED: (List specific work to be done)

4. ACCESS REQUESTED FOR THE FOLLOWING AREAS:

Location / Floor(s) _____
Time of access: From: _____ To: _____
Dock Access: From: _____ To: _____
Service Elevator: From: _____ To: _____

Dock access restricted to 25 minutes. Extended time requires prior mgmt. approval or at discretion of Dockmaster

5. ADDITIONAL ACCESS INFORMATION:

- Access to building Mechanical / Electrical Room(s) Required?
- Access to building Telephone Equipment Room(s) Required?
- Other : _____

Please note:

***To avoid delays, please submit Security Clearance Requests at least 24 hours in advance.**

****If access is required into another Tenant's space, contractor / vendor must obtain authorization from building management 72 hours in advance.**

Management Office Only:	G.L. / W.C. <input type="checkbox"/>	H.H.W. <input type="checkbox"/>	Initial:
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Tenant Approval by: _____

Management Office Approval: _____

Shane Baggett / Whitney Allen