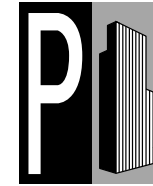


# For PCD Admin Only



**Prepared by (PCD Rep):** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Check off appropriate department:*

Accounting       Construction       Leasing

**Received by (Tenant Rep):** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Received by (Security Rep):** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Security Clearance Pass

*for all ingress to and egress from 6464 and 6565 Sunset Blvd.*

- Building Copy**     
  **Tenant Copy**     
  **Security Copy**

**The following Tenant:** \_\_\_\_\_,

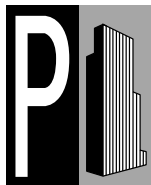
**located at** \_\_\_\_\_ **Sunset Blvd., Suite** \_\_\_\_\_

**has been authorized to perform the following action(s) on,**

\_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_

date                      start time                      end time

*Please proceed with the proper procedures regarding access to the elevator(s) and building. Thank you.*



**Need Help or Questions**  
**Please call the Office of Building**  
**(323) 462-6727**

**Notice to Tenant:**

*Prior to any execution of this Security Pass, notify Building Security directly of any special service requests affecting the building common areas. Common area activity beyond regular daily ingress and egress for business purposes shall not be permitted by Building Security unless properly authorized by this document. All applicable fees for building services listed below are payable in advance (unless otherwise arranged with the Office of the Building).*



### Access

• **Authorized Personnel:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• **Authorized by (Authorized Signatory):** \_\_\_\_\_

- After Hours Suite**
- One Time Only Suite**
- Roof Storage**
- Phone Room**

Floor No.: \_\_\_\_\_  
Insurance on file:  yes  no

- Trash Dumpster** (subject to additional dumpster charge.)
- Recycling Dumpster Access**

*Notice to Tenant:* Free access, limited to recyclable, paper-based materials *only* (including cardboard boxes). All cardboard boxes must be broken down.



### All Moving and Delivery Activities

- Building No. (if different from above): \_\_\_\_\_
- Suite No. (if different from above): \_\_\_\_\_
- Moving Equipment needed:  yes  no
- List of Items attached:  yes  no
- Elevator Padding needed:  yes  no
- Move In** – Move-In Kit completed:  yes  no
- Move Out** – Move-Out Kit completed:  yes  no
- Delivery** – Permission to Move completed:  yes  no
- Authorized Individual: \_\_\_\_\_

**Notice to Tenant:** all deliveries which require moving equipment and impact normal usage of the elevator are subject to thirty minute's advanced notice. Otherwise, delivery may be delayed until proper preparations are in place [i.e., elevator padding, other tenant(s)' use of freight elevator, etc.]. All Permission to Move forms require Lessee or a Lessee authorized signature.

### After Hours HVAC



(To be approved by Accounting Department only)

- Prepaid:  yes  no
- Additional hours allowed:  yes  no
- Additional deposit on file:  yes  no
- No. of add'l hours allowed: \_\_\_\_\_
- Authorized Individual: \_\_\_\_\_



### Parking

• **Special Parking Arrangements**

Number of Spaces: \_\_\_\_\_  6464  6565  
Levels (check all that apply):  P1  P2  P3  P4

### Offices Now! Services

OFFICES *Now!*

Note: Changes in Reservation Time(s) require 48-hour advance notice for proper refund.

- Cleaning Deposit: \$ \_\_\_\_\_ on file  yes  no
- MiniSuite** Suite No.: \_\_\_\_\_
- Seminar Room**
- Conference Room** Check all that apply:  
 64/600s  64/800s  64/830s  65/300s
- Special Events:**  
*Extended Use of Conference Room and Reception Area*  
Type of Event: \_\_\_\_\_

• **For Security Use:**

- Tenant Check-In Time: \_\_\_\_\_<sup>am</sup>/<sub>pm</sub> Tenant Check-Out Time: \_\_\_\_\_<sup>am</sup>/<sub>pm</sub>
- Inspection Performed
  - Before Tenant Check-In  yes  no
  - After Tenant Check-Out  yes  no
  - Clean-Up Required (if yes, note in DAR)  yes  no
  - Repairs Required (if yes, note in DAR)  yes  no
- *Monitoring MiniSuite Reception Area. Check all that apply:*  
 64/600s  64/800s  64/830s  65/300s

### Other/Notes:



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_