

THE OFFICES AT PARK TEN
16290 Katy Freeway
ACCESS CARD AGREEMENT & PARKING REGISTRATION FORM

INITIAL ISSUE ()

EXTRA CARD ()

REPLACEMENT ()

FILL OUT **ALL** OF THE INFORMATION BELOW AND RETURN TO CONOCOPHILLIPS BADGE PRODUCTION, MC 1002. **PLEASE PRINT CLEARLY.**

NAME: _____

TENANT NAME & SUITE NO.: _____ ConocoPhillips _____

HVAC AUTHORIZATION: YES / NO FLOOR NO. _____ EAST / WEST / BOTH

BUSINESS PHONE: _____

VEHICLE INFORMATION:

YEAR: _____ COLOR: _____ MAKE: _____ MODEL: _____ Lic. # _____

YEAR: _____ COLOR: _____ MAKE: _____ MODEL: _____ Lic. # _____

YEAR: _____ COLOR: _____ MAKE: _____ MODEL: _____ Lic. # _____

I understand the importance of this card in maintaining building access control, and will promptly notify the Building Management if it is lost or stolen. I will report any problems with my card, and accept full responsibility for the actions of any persons whom I allow to enter the building by use of this card.

It is also understood that parking in any part of the garage or elsewhere on the property does not provide security for my person, vehicle or its contents, and hold the Landlord, Property Owner and/or Management Company and their employees harmless for any loss or damage thereto.

All posted traffic signs and rules in the garage must be followed at all times or loss of parking privileges will occur. Violations will be enforced by building management.

I understand that my card will not be activated until this agreement is signed by our company representative and me. Return completed form to ConocoPhillips Badge Production, MC 1002. ConocoPhillips Badge Production will forward the completed form to the Management office located at 16285 Park Ten Place, Suite 110, Houston, Texas 77084.

Employee Signature

Date

Authorized Company Representative

Date

For Office Use Only:

Access Card No: 82- _____

Parking Tag No: _____

Date Issued: _____

Initials: _____