



TWO LIBERTY PLACE
PHILADELPHIA

BUILDING ACCESS FORM

Access form will not be approved after 4 pm and weekends

All requests must be submitted 24-48 hours in advance for approval along with an Updated C.O.I

I, _____, an authorized representative of (Company Name) _____,
Hereby request the following services be provided on (Date) _____ to service (Tenant
Name and Suite #) _____

PLEASE CIRCLE ALL APPROPRIATE REQUESTS THAT APPLY

Access to Building

Access to Tenant's Space

Freight Elevator

Loading Dock Access (Loading and unloading)

Removal of Debris, material or Equipment

Survey of Building Systems

Building System

Fire Detection System

Condenser Water System

Domestic Water System

Sprinkler Riser System

Please give a brief description of the work being requested. Clearly State which floors will be serviced and affected.

List all subcontractors, vendors, etc. that will require access to Two Liberty Place.

Number of Individuals _____

Start Time _____ a.m. or p.m. **Stop Time** _____ a.m. or p.m.

While working in the building I will comply with all building rules and regulations and ensure that those working under my direction will do the same. We have provided the building with valid insurance certificates naming these entities as additional insureds: Coretrust Management LP, Coretrust Value Fund I LP, Two Liberty Place Condominium Assoc., Inc., Offices at Two Liberty Place, LP, Two Liberty Place, LP, Residence at Two Liberty, their subsidiary and affiliate companies, Two Liberty Place Condo D, LP

****** Please note there is no loading dock parking available. Unload/Loading only******

***** Any deliveries that will take more than an hour should be requested after 5 pm or Saturday*****

Please initial for approval:

Authorized Company Representative _____

Date _____

Authorized Building Representative _____

Date _____

Authorized Management Representative _____

Date _____

Authorized Security Escort _____

Date _____

Authorized Engineer _____

Date _____