

REQUEST FORM:

TEMPORARY VISITOR SECURITY ACCESS PASSES

LOT_
FOUR
TEEN

This form must only be used for requesting temporary visitor security access passes. These passes will only be activated for a maximum of two weeks. Passes required for a longer period will need to be requested via the multiple or individual security access pass request forms on the tenant portal.

To obtain a temporary visitor security access pass to Lot Fourteen this form must be completed in full and submitted by the organisation's tenant administrator to [LotFourteenSecurity\(lotfourteensecuritycoordinator@agsecurity.com.au\)](mailto:lotfourteensecuritycoordinator@agsecurity.com.au)

Each access pass will provide the temporary owner access to only the areas and buildings requested below.

Once prepared, Lot Fourteen Security will email the tenant administrator to advise them that the pass has been activated.

All visitor security access passes will be issued via the Gallagher phone application, with download and installation instructions sent to the user directly.

BUILDING ACCESS AND LOCATION REQUIREMENTS			
Primary location:			
Building name:		Building floor:	
Secondary location (if applicable):			
Building name:		Building floor:	
VISITOR INFORMATION:			
Reason for visiting Lot Fourteen:			
Special access required (if applicable):			

