

SUNNYSIDE APARTMENTS

BUILDING ACCESS CARD REQUEST

Effective October 1, 2026, all Sunnyside Apartments buildings will be locked 24/7. An access card is required to enter a building. Residents may request an additional card for an eligible child over 14, non-resident caregiver, or medical professional residing at Sunnyside.

1. RESIDENT INFORMATION

Resident Name: _____ Apartment #: _____

Phone/Email: _____ Date: _____

2. PERSON RECEIVING ACCESS CARD

Name: _____ Date of Birth: _____

Phone: _____

- Eligibility:
- ☐ Child under 14
 - ☐ Non-resident caregiver (nanny/babysitter)
 - ☐ Medical professional residing at Sunnyside
 - ☐ Other

3. REASON FOR SEPARATE ACCESS CARD

Briefly explain why a separate access card is needed:

4. MEDICAL PROFESSIONAL – ADDITIONAL INFORMATION

Complete only if the cardholder is a medical professional residing at Sunnyside Apartments.

Medical Program/Department: _____ University/Employer: _____

UID #: _____

5. CARD RESPONSIBILITY & AGREEMENT

- The access card is issued only to the individual named on this form and may not be loaned, shared, or transferred.
- I am responsible for ensuring the cardholder follows Sunnyside Apartments building access policies.
- I will notify Sunnyside Apartments immediately if the card is lost, stolen, damaged, or no longer needed so the card can be deactivated and a replacement can be issued, if appropriate. A replacement fee of \$20 will be charged.
- The card must be returned when it is no longer needed (upon move-out) or the individual is no longer eligible. Sunnyside may deactivate cards that are misused or no longer eligible.
- An access card does not grant residency rights or permission to occupy the apartment.

6. RESIDENT CERTIFICATION

I certify that the information provided is accurate and that I am requesting access for the individual named above. I understand that I am responsible for the use of the access card and for notifying Sunnyside Apartments if the card is lost, stolen, or no longer needed.

Resident Signature: _____ Date: _____

SUNNYSIDE APARTMENTS – OFFICE USE ONLY

Card Issued By: _____ Replacement Fee: \$20.00 ☐ N/A ☐ Yes Staff Initials: _____

Access Card #: _____ Date Issued: _____