



**3415 SEPULVEDA  
Freight Access Request**

**Please submit (1) one working day in advance.**

SUITE: \_\_\_\_\_ TENANT: \_\_\_\_\_

Date(s) of Access: \_\_\_\_\_

Hours requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Special Requirements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Tenant Contact:** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ x \_\_\_\_\_

**Deliver or Email completed form and insurance certificate to:**

The Swig Company Office: (310) 397-1200  
3415 South Sepulveda, Suite 100 Los Angeles, California 90034  
Email: [sepcentermanagement@swigco.com](mailto:sepcentermanagement@swigco.com)  
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