



**3415 SEPULVEDA**  
**Vendor Access Request / Notification**

**Please submit (1) one working day in advance and include the Vendor's COI certificate.**  
**Submit telecomm (telephone / cable / internet) requests (1) one week in advance.**

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

VENDOR NAME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Description of services to be provided: <sup>[1]</sup>  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional services:  
Guard Service: \_\_\_\_\_  
Freight Elevator Access: \_\_\_\_\_  
Access to MPOE <sup>[2]</sup> \_\_\_\_\_

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)  
Cc: [echan@swigco.com](mailto:echan@swigco.com) / [khora@swigco.com](mailto:khora@swigco.com)

<sup>[1]</sup> For telecommunication requests, please include the scope of work as submitted  
by the vendor - specify type of equipment / cable / conduit.

<sup>[2]</sup> Use the building electrician for all work requiring access to the MPOE room.