

Card Number _____
(For new or replacement cards, number will be filled in by Property Management)

THE TOWERS AT WILLIAMS SQUARE
ACCESS CARD REQUEST FORM

Parking & Building Access Parking Access Only Building Access Only

Other Changes: _____ (Indicate Building Access Levels Below) (Please Complete All Applicable Boxes)

Addition Name Transfer From: _____ To: _____
(Employee's Name) (Employee's Name)

Card Replacement: (Indicate Old Card Number to be Replaced): _____

Building Access/Clearance Levels: (Indicate Access to Specific Building & Floors) _____

Hours of Building Access /Clearance Permitted: (Indicate Hours of Access to Specific Building & Floors) (Circle One)
(24 Hrs/7 days/week) (M -F 6am-8pm) (M-F 7am-7 | (Sat 7am-5pm) (M-Sun 7am-7pm)

NOTE: Building standard hours are 7:00 AM-6:00 PM Monday-Friday.
If nothing is circled, 24 hrs / 7 days/week will be the default clearance.

Parking Garage Assignment: West Garage East Garage Executive Garage Pooled Reserved All
(To Be Completed by Garage Manager)

Cancellation Effective Date of Request: _____

TENANT/COMPANY NAME: _____ ADDRESS: _____
PHONE NUMBER: _____ FAX NUMBER: _____

BILLING ADDRESS: _____
MONTHLY RENTAL RATE: _____ (Excludes Sales Tax) (To Be Completed by Garage Manager)

VEHICLE REGISTRATION INFORMATION

EMPLOYEE/PARKER NAME: _____

(Primary Vehicle)

Make: _____
Model: _____
Color: _____
Year: _____
*License plate: _____

(Secondary Vehicle)

Make: _____
Model: _____
Color: _____
Year: _____
*License plate: _____

* PLEASE NOTE: PARKING ACCESS CARDS WILL NOT BE ISSUED WITHOUT A LICENSE PLATE NUMBER.

Terms of this parking assignment are set forth in the tenant's lease agreement and the parking garage rules and regulations. Any additions or modifications of the lease agreement is not expressed or implied. Additional parking spaces provided over and above the lease agreement (if any) will be billed monthly in advance at the prevailing market rate and are subject to recall with ten (10) days prior notice. Parking garage rules and regulations are posted in each respective garage and are available upon request.

Tenant represents that the above information is accurate and will promptly report any and all changes to the garage manager. The undersigned also represents that they have the authority to sign and approve changes (if any) on behalf of their company or organization.

(TENANT AUTHORIZATION) (Signature Required)

(DATE)

(CARD RECEIVED BY) (Signature Required)

(DATE)

PLEASE HAND DELIVER, FAX OR EMAIL TO GARAGE MANAGER. NO VERBAL REQUESTS PLEASE.
Fax Number (972) 831-1888