Card Number _____

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

THE TOWERS AT WILLIAMS SQUARE

ACCESS CARD REQUEST FORM

EMPLOYEE/PARKER NAME: _____

☐ 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)

Facility Code (if any) _____

☐ 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

(Primary Vehicle)		(Secondary Vehicle)	
Make:	_____	Make:	_____
Model:	_____	Model:	_____
Color:	_____	Color:	_____
Year:	_____	Year:	_____
*License plate:	_____	*License plate:	_____
Toll Tag #:	_____		

*** 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 EMAIL TO WSQUARE@VANDERBILTOP.COM
NO VERBAL REQUESTS PLEASE.

Revised: 02/17/2026