

# IBC PLAZA

## PARKING AND ACCESS REQUEST FORM

(All information must be completed before Parking / Access Card will be issued)

Please Email This Completed Form to leem@senterrareg.com or Deliver to Suite 409

### PLEASE COMPLETE ALL INFORMATION

Effective Date: \_\_\_\_\_ Suite #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Card # Issued: \_\_\_\_\_

### ACTION TAKEN

All building employees are required to park in the garage contract parking.

Access Requested: Garage \_\_\_ Building \_\_\_ A/C \_\_\_ (\$45 per hour, two hours minimum)

\_\_\_\_\_ Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

\_\_\_\_\_ Vehicle (Secondary):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

\_\_\_\_\_ Termination of Employee - Card Returned: Yes \_\_\_\_\_ No \_\_\_\_\_  
(\$10.00 Fee if not returned)

\_\_\_\_\_ Lost / Stolen / Damaged Card (\$10.00 Non Refundable Fee)

EMPLOYEE SIGNATURE: \_\_\_\_\_

OFFICE MANAGER SIGNATURE: \_\_\_\_\_