

COMPLETED BY:
NAME:
DATE:
FOR OFFICE USE ONLY



CARD #:

Parking/Building Access Request Form

Employee Contact Information

One Lincoln
 Two Lincoln
 Three Lincoln
 Suite #: _____
 Name: _____ Title: _____
 Company Name: _____ Office Phone: _____
 E-Mail: _____ Cell Phone #: _____

Requests

New Access Card
 Change Information
 Cancel Access Card
 Building & Parking Access
 Building Access Only
 Parking Access Only
 Damaged Card
 Temporay Permit
 Level Change
 Replacement/ Additional Sticker

Vehicle Information

Primary Vehicle

Make: _____ Model: _____ Color: _____ Year: _____ License Plate #: _____

Secondary Vehicle

Make: _____ Model: _____ Color: _____ Year: _____ License Plate #: _____

Selection of Garage & Level

<u>1 Lincoln East</u>	<u>2 Lincoln East</u>	<u>2 Lincoln West Executive</u>	<u>3 Lincoln West Executive</u>
<input type="checkbox"/> Executive Reserved	<input type="checkbox"/> Unreserved	<input type="checkbox"/> 3rd Level Reserved	<input type="checkbox"/> 3rd Level Reserved
<input type="checkbox"/> Street Level Reserved	<u>3 Lincoln East Garage</u>	<input type="checkbox"/> 2nd Level Reserved	<input type="checkbox"/> 2nd Level Reserved
<input type="checkbox"/> Unreserved	<input type="checkbox"/> Unreserved	<input type="checkbox"/> 1st Level Reserved	<input type="checkbox"/> 1st Level Reserved
		<input type="checkbox"/> Unreserved	<input type="checkbox"/> Unreserved

THE PARKING AREAS ARE INTERMITTENTLY PATROLLED. THERE IS A RISK OF CRIME OCCURING IN THE PARKING AREAS AND THE RISK MAY INCREASE AFTER BUSINESS HOURS. LINCOLN CENTRE IS NOT RESPONSIBLE FOR DAMAGES OR ITEMS OF PERSONAL PROPERTY THAT ARE LOST OR STOLEN. LINCOLN CENTRE IS NOT RESPONSIBLE FOR DAMAGE OR LOSS TO PATRONS DUE TO CRIMINAL ACTIVITY.

The cost of Parking and/or Building Access Cards is determined by the terms stated in the Tenant's Lease. Submit cancellations to the Central Parking Office **giving a 30 day notice to minimize charges** for the next month's parking. Requests will be completed within 24 hours of receipt. Tenants' employees are **not** authorized to park in any Visitor Parking spaces. Violators will be subject to Lincoln Centre's ticketing policy that includes and is not limited to fee's, booting and towing from the Lincoln Centre premises.

The Authorized Tenant Representative must sign ALL requests

 Employees Printed Name Employee's Signature Date

 Authorized Tenant Representative's Name Signature Authorized Tenant Representative's phone number Date

Please return this form to LAZ Parking
 • 972-770-2497 ph • 972-770-2435 fax • jmonk@lazparking.com •