

WATERFRONT PLAZA

BUILDING ACCESS/PARKING CARD APPROVAL FORM

Tenant: _____
 Building/Suite #: _____
 Phone: _____
 Email: _____

<i>Please Check One</i>
<input type="checkbox"/> New Badge
<input type="checkbox"/> Replacement
<input type="checkbox"/> Cancellation
<input type="checkbox"/> Renew

The Following Person(s) is hereby authorized to obtain an access card for (Please Check One):

Employee Name(s)	Building Access Only	Parking Only	Building Access & Parking

Please note there is a one-time non-refundable charge of \$10.00 per access card (which will be billed to Tenant). Reissued building access cards are subject to the same \$10.00 fee. Please report any lost cards to Waterfront Plaza Management immediately, as well as any changes in those authorized for access cards.

For new employees who require monthly parking, employees must complete this form and have the authorized tenant representative sign. Tenants who need to cancel parking, make changes to parking access, or update vehicle or personal information for any other their employees will need to complete this form. In addition, tenants are responsible for updating their online parking account at <https://parking.com> for any changes.

Vehicle Make & Model: _____ License #: _____ Year: _____ Color: _____
(Please complete this section for updates to employee vehicle information).

****Completed forms may be emailed to waterfrontplaza@parallelcp.com or turned in to the Building Management Office for processing. Employee must present a valid photo ID when picking up card(s).**

 Tenant's Authorized Representative Date

 Printed Name of Representative

For Office Use Only						
Employee: _____	Card #: _____	Issue: <input type="checkbox"/>	Cancel: <input type="checkbox"/>	Date: _____	SEC: _____	PKG: _____
Employee: _____	Card #: _____	Issue: <input type="checkbox"/>	Cancel: <input type="checkbox"/>	Date: _____	SEC: _____	PKG: _____
Employee: _____	Card #: _____	Issue: <input type="checkbox"/>	Cancel: <input type="checkbox"/>	Date: _____	SEC: _____	PKG: _____
Employee: _____	Card #: _____	Issue: <input type="checkbox"/>	Cancel: <input type="checkbox"/>	Date: _____	SEC: _____	PKG: _____
Employee: _____	Card #: _____	Issue: <input type="checkbox"/>	Cancel: <input type="checkbox"/>	Date: _____	SEC: _____	PKG: _____