

**4 HUTTON
4 HUTTON CENTRE DRIVE
EMPLOYEE PARKING/BUILDING ACCESS FORM**

REQUEST TYPE *	New Card
-----------------------	----------

** Lost, stolen or damaged cards will be invoiced at \$25.00 per card.*

Once a card is cancelled from the system, all history for the card is deleted. Indicate if a history of the card usage is required prior to cancelling the card.

PERSONAL INFORMATION:

EMPLOYEE NAME:	
COMPANY NAME:	
SUITE NUMBER:	
OFFICE PHONE NUMBER:	

VEHICLE INFORMATION:

Vehicle #1		Vehicle #2	
MAKE:		MAKE:	
MODEL:		MODEL:	
COLOR:		COLOR:	
LICENSE PLATE #		LICENSE PLATE #	

ACCESS CARD INFORMATION:

BUILDING ACCESS: YES/NO		WHICH FLOOR(S)?	
PARKING ACCESS: YES/NO			
PARKING TYPE: RESERVED/UNRESERVED:			
EFFECTIVE DATE:			
EMPLOYEE SIGNATURE:		DATE:	
OFFICE MANAGER SIGNATURE:		DATE:	

ACCESS CARD NUMBER ASSIGNED:	
-------------------------------------	--

All access card holders agree to honor all building and parking rules and regulations, which are available for review upon request. Failure to use the Access Card will result in User Paying Posted Rates and/or loss of parking privilege with No Future Refund.

Tenant may not exceed lease allocations unless approved in writing by Property Management. If Building is less than 80% occupied, Ownership will grant over lease allocation on a case by case request. If granted, building owner reserves the right to revoke parking privileges at 4 Hutton with 30-day written notice back to a maximum lease allotted total of parking passes.

Return completed form via email to carolyn.killion@cushwake.com.