



**ACCESS CARD & PARKING PERMIT
2801 POST OAK BLVD.**

Prior to issuing an access card or parking permit, please complete the following form for each employee.

TENANT NAME (Company): _____ **SUITE #** _____
CARD/PERMIT ASSIGNED TO (Employee's Name): _____
CAR MAKE: _____ **CAR MODEL:** _____ **YEAR:** _____
CAR COLOR: _____ **LICENSE PLATE #** _____

Please Check As Applicable:

Access Cards

Building Access Only

_____ Issue a **new Card #** _____ (**\$20.00 each — non-refundable fee**)*

_____ Reassign Card # _____ to employee above (No charge)

_____ Void Card # _____ and issue replacement Card # _____ (\$20.00 charge)*

_____ Void Card # _____ (No charge)

Parking Permits

Reserved Space

Unreserved Space

_____ Issue a **new Parking Permit** # _____ (No charge)

_____ Issue a replacement Parking Permit # _____ (\$5.00 charge)*

_____ Parking permit was moved to car above # _____ (No charge)

_____ Update car license only (above) # _____ (No charge)

*Tenant will be billed for above charges

Tenant Authorization (Print Name)

Signature

Date

FOR MANAGEMENT OFFICE USE ONLY

Bill back tenant for a total of _____ cards @ \$20.00 = \$ _____

Bill back tenant for a total of _____ permits @ \$5.00 = \$ _____

Billing date: _____

Completed by: _____ **Date:** _____

PLEASE RETURN THIS FORM TO:
5444 Westheimer, Suite 1500, Houston, Texas 77056
Phone: (713) 877-1245 Fax: (713) 877-8638