

GATEWAY CENTER I

EMPLOYEE ID / PARKING FORM

Section I TYPE OF TRANSACTION (Tenant to complete this section)

1.) NEW BADGE ()

Parking:

YES () Reserved () General ()

NO ()

2.) CHANGES TO EXISTING BADGE ()

- DELETE ID ()
- DELETE PARKING ONLY ()
- ADD PARKING – Reserved () General ()
- Change Parking From General to Reserved ()
- Change Parking From Reserved to General ()

3.) REPLACEMENT BADGE ()

Section II CHARGES / FEES (Building Management to complete this section)

1.) NO CHARGE ()

*New Badge ()

*Problem with ID Card ()

*ID Returned ()

2.) \$25.00 CHARGE ()

*Lost Badge ()

*Damaged Badge ()

3.) \$10.00 CHARGE ()

*ID Not Returned ()

Section III TENANT INFORMATION (Tenant to complete this section)

Tenant Name: _____

Floor: _____

Authorizing Tenant Signature/Date: _____

Section IV BADGE HOLDER INFORMATION (Tenant to complete this section)

Badge Holder Name: _____

License Plate / State: _____

Badge Holder Signature/ Date: _____

Section V BUILDING MANAGEMENT (Building Management to complete this section)

Issuing Signature / Date: _____

Check Number (if applicable): _____