

# POST OAK CENTRAL

## PARKING/BUILDING ASSIGNMENT APPLICATION FORM

This parking assignment is requested by \_\_\_\_\_  
(For company accounts put company name)

in the \_\_\_\_\_ garage. Effective date \_\_\_\_\_

This assignment application constitutes an:

Addition \_\_\_\_\_ Cancellation \_\_\_\_\_ Data Change \_\_\_\_\_ Transfer From: \_\_\_\_\_

Garage Only \_\_\_\_\_ Building Only \_\_\_\_\_ Garage & Building \_\_\_\_\_ To: \_\_\_\_\_

The monthly/rental rate of \_\_\_\_\_ for this parking assignment shall be billed directly to the (Address) \_\_\_\_\_  
 \_\_\_\_\_ phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

Terms of this parking assignment, are set forth in tenant's lease agreement and any future modifications to the original terms, are the responsibility of the tenant.

A \$20.00 non-refundable replacement charge for lost or damaged parking access cards shall be paid for

**ALL INFORMATION MUST BE COMPLETED TO AVOID DELAYS**

PARKING CLEARANCE HERE

BUILDING CLEARANCE HERE

Parker's Name : \_\_\_\_\_

Key Card # : \_\_\_\_\_

High Clearance/  
Handicap Tag : \_\_\_\_\_

Reserved Number: : \_\_\_\_\_

SISCO Co. Code : \_\_\_\_\_

Lic., Plate Number : \_\_\_\_\_

AFTER HOURS ACCESS TIMES

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

FLOORS: \_\_\_\_\_

PHOTO ID:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

**TENANT REPRESENTATIVE MUST SIGN HERE** --- ) \_\_\_\_\_  
Authorization

**Parking Office Use Only**

Date Received \_\_\_\_\_ Date entered \_\_\_\_\_

Corporate Acct. # \_\_\_\_\_ Individual Acct. # \_\_\_\_\_

Invoice Adjustment (credit/debit) circle one

\_\_\_\_\_ Rate x \_\_\_\_\_ Months = \_\_\_\_\_ Total Adjustment

Key Card Returned \_\_\_\_\_