OneServe

PARKING REQUEST FORM

Company / Tenant Information

Company Name: _____
Company Representative: _____
Telephone Number: _____

Employee / Permit Holder Information

Employee Name: _____
Direct Telephone Number: _____

Employee's Request

New Parking: ☐ Information Change: ☐ Replacement: ☐ Cancellation: ☐
Other Information: _____

Required Information:

Car Type / Year / Colour: _____
License Plate Number: _____
Permit Number (if applicable): _____
Underground / Aboveground _____
Effective Date: _____

Management Use Only

Request Received: _____ _____
Request Sent: _____ Confirmation sent to Tenant: _____
Confirmation Received: _____ Note: _____

Property Management requires all parking requests to be submitted in written form. In order to activate the parking on an access card, replace a lost or damaged access card or cancel an access card, we require that you kindly provide us with the above listed information. Please be advised that we require all parking permit holder's to inform us of any changes in car information or permit holder names that may from time to time change.