

Resurgens Plaza Building and Parking Access Card Request

Instructions:

Please complete form completely and legibly. **All requests must be approved by a Tenant Representative.** Deliver the form to the Security Director in the Grand Lobby. **Incomplete or illegible forms will be returned unprocessed.**

While we will attempt to process your access card request as quickly as possible, delivery can take up to 2 business days.

- 1) Access cards no longer being used may be retained by the tenant, and upon their need, can be reactivated using this form.
- 2) Security Director issues all access cards. Requests are processed between 8AM and 4PM, Monday through Friday.
 - a. **New, lost, or replacement of damaged card: \$20.00**
 - b. **Reactivation of existing card : \$5.00**

Please Read Carefully:

- 1) Payment for the contract parking space is due on or before the 1st of each month. Accounts are considered delinquent if not paid by the 10th of the month and access cards will be deactivated. A late fee of \$15.00 will be charged for accounts past due. Checks returned NSF will be charged \$25.00 per returned item, plus a \$15.00 late fee.
- 2) All parking rates are subject to change. No allowance shall be made in billing for time not used after the 5th of the month. In other words, if parking is cancelled on the 6th of the month or later, the full month's payment is due.
- 4) Resurgens Plaza and it's owners and managers are not responsible for damages caused by improper driving, weather conditions, or damages due to theft or vandalism while parked at this facility. Do not park vehicle overnight without prior authorization from Property Management.
- 5) Patrons park at their own risk. National Parking Solutions and the owner of the garage are not responsible for, and the parker agrees to hold Operator and Owner harmless from all loss and damage by fire, vandalism, theft or otherwise, except such loss occasioned by negligence of Operator, and then only up to a maximum of \$100.00.
- 6) To cancel contract, notify National Parking thirty (30) days prior to date of cancellation. If notice is not sent, only one month of past unused time will be credited back.

I fully understand and agree with the terms and conditions above.

Tenant Representative: _____

Signature: _____

Date: _____ Name: _____ Signature: _____ Company Name: _____ Suite Number: _____ Office Phone #: _____ Email Address: _____	<input type="checkbox"/> New <input type="checkbox"/> Reactivation / Card # _____ <input type="checkbox"/> Replace / Old card # _____ <input type="checkbox"/> Delete <input type="checkbox"/> Lost <input type="checkbox"/> Other: _____
Total Amount Due: _____ Access:	<input type="checkbox"/> Building Access <input type="checkbox"/> Parking Vehicle Make: _____ Vehicle Model: _____ Tag #: _____
Special Instructions: _____ _____	

OFFICE USE ONLY Security Director _____ <i>Approval</i> _____ <i>New Card Number</i> _____ <i>Date</i>
Property Management _____ <i>Approval</i> _____ <i>Date</i>
Garage Manager _____ <i>Approval</i> _____ <i>Date</i>
Charge Category (A) (B) (NC)

Company Employee

by:

