

**Colorado Tower**  
**(21084000)**  
**PARKING ACCESS REQUEST FORM**

NAME: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

**PLEASE PROVIDE VEHICLE INFORMATION:**

MAKE/MODEL: \_\_\_\_\_  
 YEAR/COLOR: \_\_\_\_\_  
 LIC PLATE No.: \_\_\_\_\_

**PLEASE COMPLETE APPLICABLE SECTION(S) BELOW**

GARAGE/TAG INFORMATION	TAG ACTION	DEACTIVATE
<p>All requests are subject to lease terms and/or availability</p> <p><input type="checkbox"/> Colorado Tower Garage</p> <p><b>Garage Information</b></p> <p><input type="checkbox"/> Unreserved <input type="checkbox"/> Reserved</p> <p>Reserved Space No.: _____</p> <p>Card Number(s): _____</p> <p>*Tag Number(s): _____</p> <p><b>*Please note if TxTag, HCTR or DNT Tag</b></p>	<p>Comment: _____</p> <hr/> <p><input type="checkbox"/> Activate New Tag</p> <p><input type="checkbox"/> Lost Tag</p> <p><input type="checkbox"/> Replace Tag</p> <p><input type="checkbox"/> Deactivate Tag</p> <p><input type="checkbox"/> Transfer Tag From: _____</p> <hr/>	<p>Please note below the card/tag(s) that you wish to deactivate:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

\*There is a \$25 non-refundable charge for the replacement of lost or damaged parking tags.

- Completed and signed forms must be emailed to [coloradotower@lanierparking.com](mailto:coloradotower@lanierparking.com). **All forms must be received no later than 12:00 p.m. for same day processing. Any forms received after 12:00 p.m., will be completed the following business day.** All parking tags will be delivered to the tenant representative.
- Payment for parking is due on or before the first of each month. Accounts are considered delinquent by the 5<sup>th</sup> of each month. In the event your account is delinquent, your parking may be terminated.
- The parking tag must be used at all times to operate the entrance and exit gates to the garage. If your parking tag does not work, email us at [coloradotower@lanierparking.com](mailto:coloradotower@lanierparking.com). **Parking tags must be used in an "IN/OUT" sequence. If this order is reversed, the tag will not function.**

CUSTOMER REPRESENTATIVE SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY**

Processed By: \_\_\_\_\_  
 Billed By: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_  
 Account No.: \_\_\_\_\_

TX TAG No.: \_\_\_\_\_  
 Card/Tag No.: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Lost/Damaged/Unreturned Card:**

\$25 parking card/tag

Paid in person - \$25

Bill-back tenant -\$25