

# One Eleven (111 Congress)

## GARAGE TAG 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"/> One Eleven Garage</p> <p><b>Garage Information</b></p> <p><input type="checkbox"/> Unreserved <input type="checkbox"/> Reserved</p> <p>Reserved Space No.: _____</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 tag(s) that you wish to deactivate:</p> <hr/> <hr/> <hr/> <hr/> <hr/>

\*There is a \$30 non-refundable charge for the replacement of lost or damaged parking tags.

- Completed and signed forms must be emailed to [111congress@lanierparking.com](mailto:111congress@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 [111congress@lanierparking.com](mailto:111congress@lanierparking.com). **Parking tags must be used in an "IN/OUT" sequence. If this order is reversed, the tag will not function.**

TENANT REPRESENTATIVE SIGNATURE \_\_\_\_\_

### OFFICE USE ONLY

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

TX TAG No.: \_\_\_\_\_  
 Generic No.: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Lost/Damaged/Unreturned Card:**  
 \$30 parking tag

Paid in person - \$30  
 Bill-back tenant - \$30