

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>Garage Information</p> <p><input type="checkbox"/> Unreserved <input type="checkbox"/> Reserved</p> <p>Reserved Space No.: _____</p> <p>*Tag Number(s): _____</p> <p>*Please note if TxTag, HCTR or DNT Tag</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@reefparking.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 5th 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@reefparking.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 <input type="checkbox"/> Paid in person - \$30 <input type="checkbox"/> Bill-back tenant -\$30
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