



ALEXANDRIA.

BUSINESS TRAVEL PARKING REQUEST

Please complete the form below and return via email to Steve Austin (saustin@are.com)

cc Linda Wu(lwu@are.com) Gateway Security (sgateway@buildingsupport.net)

Tenant Name		Date	
Building Address		Contact Name	
Office Phone		Main Phone	

BUSINESS PARKING ONLY

In the absence of prior approval from Building Management, overnight, weekend, and vacation parking of personal vehicles are not allowed on this property per the Rules and Regulations exhibit in the Lease. They will be considered **Unauthorized Vehicles** and are subject to towing at owner's expense.

Upon approval of your Travel Permit, Building Management would like to request the following:

- Please DO NOT display the Parking Permit on dashboard
- Leave monthly parking tab in a visible spot (if applicable to your building)
- Please leave key with someone in your office

Vehicle		Model/Year	
Color		License Number	
Start Date		Return Date	

BUSINESS TRAVEL PARKING PERMIT

License Number	
Expiration Date	
Approved By	

The acceptance and/or use of this permit relieve the issuer or its agents of any responsibility for damages to or loss vehicle, its contents or accessories from any cause whatsoever.