

MALKIN PROPERTIES OF NY, LLC
10 BANK STREET
PARKING ACCESS / BUILDING ACCESS FORM
FAX # 203-353-4010

COMPANY: _____ **DATE:** _____

_____ **ISSUE NEW PARKING CARD / PARKING PERMIT / BUILDING ACCESS CARD**

(Please indicate which, by circling)

NAME OF EMPLOYEE: _____

LICENSE PLATE #: _____ STATE: _____ YEAR: _____

MAKE/MODEL: _____ COLOR: _____

NEW CARD #: _____ (May need to be issued by Malkin Management Office)

NEW PERMIT #: _____ (May need to be issued by Malkin Management Office)

UNRESERVED SPACE: _____ RESERVED SPACE: _____ (as per lease)

_____ **INVALIDATE PARKING CARD / PARKING PERMIT / BUILDING ACCESS CARD**

(please indicate which, by circling)

NAME OF EMPLOYEE: _____

LICENSE PLATE #: _____ STATE: _____ YEAR: _____

MAKE/MODEL: _____ COLOR: _____

OF CARD RETURNED TO W&M: _____ # OF CARD LOST: _____

OF PERMIT RETURNED TO W&M: _____ # OF PERMIT LOST: _____

UNRESERVED SPACE: _____ RESERVED SPACE: _____ (as per lease)

_____ **TRANSFER PARKING ACCESS CARD / PARKING PERMIT / BUILDING ACCESS CARD**

TRANSFER CARD #: _____ TRANSFER PERMIT #: _____

TRANSFER FROM – EMPLOYEE NAME: _____

TRANSFER TO – EMPLOYEE NAME: _____

LICENSE PLATE #: _____ STATE: _____ YEAR: _____

MAKE/MODEL: _____ COLOR: _____

UNRESERVED SPACE: _____ RESERVED SPACE: _____ (as per lease)

SIGNATURE: _____ DATE: _____

Company Contact

There will be no access cards issued unless this form is filled out completely. Please make sure to include the license plate number of all vehicles this employee may drive.

It is recommended that access card holders and their passengers not leave in or on the vehicle any readily detachable or removable articles such as clothing, jewelry, purses, baggage, CB radios, radar detectors or cellular phone. Malkin Properties is not responsible for, nor shall Malkin Properties be deemed an insurer for losses or damages suffered by vehicles parked in this facility such as, but not limited to, thefts, vandalism or damage inflicted by other vehicles or individuals in the parking facilities.

