



Westway Plaza

ACCESS CARD & PARKING REQUEST FORM

Company Name

Suite Number

Employee Name

Building Card Number (If Applicable)

Toll Tag

Vehicle Information:

	Primary Vehicle (Required)	Secondary Vehicle
License Plate Number:		
Make:		
Model:		
Year:		
Color:		
State:		
<input type="checkbox"/> New Employee (\$10 New Card; \$5 Re-assign Admin Fee) <input type="checkbox"/> Lost or Stolen (\$10 Replacement) <input type="checkbox"/> Damaged or Defective (\$10 Replacement)		<input type="checkbox"/> Update Vehicle Information <input type="checkbox"/> Driver Name Change (\$5 Admin Fee) <input type="checkbox"/> Returned Card (Non-Refundable)

If you have any questions or concerns, call the Management Office at 346-404-0480.
Please review to confirm all necessary information is filled in and is correct.
Return this form via email: WestwayPlaza.PM@hines.com

Signature of Authorized Tenant Representative

Print Name

Date