



Parking Add/Terminate/ Request

Property Address:

Unit #:

Tenant Name:

Date:

I would like to REQUEST a Garage Parking Spot

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I would like to TERMINATE my Garage Parking Spot

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I would like to REQUEST an Outdoor Parking Spot

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I would like to TERMINATE my Outdoor Parking Spot

☐

Beginning the 1st of

(Month)

(Year)

Ending the 30th/31st of

(Month)

(Year)

Tenant Signature:

Tenant Signature:

Date:

Date:

Office Use Only

Spot # Assigned:

@Rate \$:

Terminated Spot # for Reassignment:

Has tenant been notified and invoiced?

Has tenant vacated?

Spot been inspected?

Has Garage key/fob been provided?

Key #

Has Garage key/fob been returned?

Key #

Form must be completed in order to proceed with parking changes! Please deliver completed form to building lock box OR mail OR deliver to Berlin office location. Tenant must await Property Management approval.