

**Company / Tenant Information**

Company Name: \_\_\_\_\_  
Company Representative: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Employee / Permit Holder Information**

Employee Name: \_\_\_\_\_  
Direct Telephone Number: \_\_\_\_\_

**Employee's Request**

New Parking :  Information Change :  Replacement :  Cancellation :

Other Information \_\_\_\_\_

**Required Information**

Car Type / Year / Colour: \_\_\_\_\_  
License Plate Number: \_\_\_\_\_  
Permit Number (if applicable) \_\_\_\_\_  
Underground / Aboveground / Rooftop \_\_\_\_\_  
Effective Date \_\_\_\_\_

**Management Use Only**

Request Rec'd: \_\_\_\_\_ Transponder # Issued : \_\_\_\_\_  
Request Sent : \_\_\_\_\_ Confirmation sent to Tenant : \_\_\_\_\_  
Confirmation Rec'd : \_\_\_\_\_ Note: \_\_\_\_\_

2 Queens Street East requires all parking requests to be submitted in written form. In order to activate the parking on an access card, replace a lost or damaged access card or cancel an access card, we require that you kindly provide us with the above listed information. Please be advised that we require all parking permit holder's to inform us of any changes in car information or permit holder names that may from time to time change.