



BUS RIDER/VAN POOL

KEYCARD REQUEST FORM

Office Hours: 8:00 to 5:00 Monday - Friday
Tel: 713-966-3568 Fax: 713-966-3573

CIRCLE ONE: ADD DELETE LOST DAMAGED VEHICLE UPDATE OTHER

GARAGE LOCATION: _____

LAST NAME: _____ FIRST NAME: _____

COMPANY: _____ BUILDING: _____ SUITE: _____

WORK# _____ FAX# _____ HOME# _____

VEHICLE INFORMATION:

1. MAKE: _____ MODEL: _____ COLOR: _____

LICENSE PLATE: _____ STATE: _____ YEAR: _____

DISCLOSURE

We must have written notification of any change or cancellation of keycards. Keycards are non-transferable, and must be surrendered to Standard Parking upon request. Cancellations must be accompanied by the return of the keycard. There will be a \$15.00 charge for each lost, stolen, non-returned, or damaged keycard. A security deposit of \$15.00 may be required for each keycard. Make all checks payable to Galleria Parking. **Use of the keycard for the Bus Rider/Van Pool Program has certain restrictions. A list of these restrictions is available at <http://ParkingAtTheGalleria.com>.** Standard Parking and theGalleria are not responsible for damage to your vehicle or loss of property left in or around your vehicle. Parking is permitted only in assigned areas. Parking in areas other than those specifically designated or assigned will result in fees, booting, towing, or loss of parking privileges.

By signing below you attest that you have read and understood the above:

CARDHOLDER SIGNATURE

DATE

AUTHORIZING SIGNATURE

DATE

PARKING OFFICE USE ONLY

Credential #	Start / Stop Date:	Card Returned:	Yes	No
Card #	Tenant #	Deposit:	Yes	No
Old Credential #	Type / Amount:	Fee:		
Old Card #				