

MEMORANDUM

TO: Residents Requesting Applications for the Garage Waiting List
FROM: Management Office
DATE: January 1, 2009
RE: Garage Waiting List

Management is working to help expedite the designation of parking assignments. Attached are the application form and diagrams that apply to your parking request. We ask that you walk the garage floor with the diagrams in hand and circle the numbers of those stalls where you would like to park, or 'X' out any where you do not want to park. If you are willing to accept any parking stall, write "ANY" across the entire diagram. When completed, return this letter with your **application, vehicle registration and the diagrams** to the Management Office. Stalls will not be assigned unless the Management Office has these forms on file. Once one of these stalls becomes available, you will be informed of the date when you can start parking in your new stall and automatically charged for the spot on the next month's billing.

Please note, the area on the first floor of the garage where permanent parkers receive a "floater" designation, can park in any one of the floater stalls. As with other monthly parkers, floater parkers park and lock their own vehicles. Also, on the first floor stalls 1-6 are reserved for ticketed, valet parked, guest vehicles.

If you have any questions, please call our office at (312) 642-2505. Thank you.

NAME _____

UNIT # _____

PLEASE CHECK ONLY ONE OF THE FOLLOWING:

OWNER _____

TENANT _____