



### Access Card & Vehicle Registration Form

8101 Windrose Avenue  
Plano, Texas 75024

**Please allow 24 hours to process cards and parking information Monday – Thursday, if requested on Friday, cards will be issued by the end of the following Monday. If you experience any access issues, please contact your Office Manager who will reach out to Property Management.**

**The form will not be accepted if incomplete.**

☐ **Set Up/Purchase New** - Card for New Employee

☐ **Reassign** - Update Information on Existing Card

Card #: \_\_\_\_\_

☐ **Delete** - Lost/Damaged or Employee Termination

Card #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee E-Mail: \_\_\_\_\_

Company & Suite Number: \_\_\_\_\_

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### Vehicle Information

*Please fill out each line and list ALL vehicle(s) to be parked at the building.*

☐ **No Vehicle**

☐ **New Employee Vehicle** (with access card)

☐ **Update Existing Toll Tag Information** (please include ALL vehicle information below)

☐ **Register Vehicle ONLY** (no access card needed)

Ensure ALL appropriate boxes above are checked and all coinciding card and vehicle information is received.

Once the initial amount of building access cards are fulfilled per the lease, there will be a \$20 fee per card.

Replacements for lost or damaged cards will be \$20 per card.

☐ **New**

☐ **Update**

☐ **Replacement**

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

License Plate#: \_\_\_\_\_

Toll Tag #: \_\_\_\_\_

Toll Tag Company (ex:DNT,DFW,etc.): \_\_\_\_\_

**LINCOLN PROPERTY COMPANY AND RYAN TOWER PROPERTY OWNER LLC ARE NEITHER RESPONSIBLE FOR DAMAGES TO PERSONS OR VEHICLES NOR ITEMS OF PERSONAL PROPERTY THAT ARE LOST OR STOLEN. LINCOLN PROPERTY COMPANY AND RYAN TOWER PROPERTY OWNER LLC ARE NOT RESPONSIBLE FOR DAMAGE OR LOSS DUE TO CRIMINAL ACTIVITY.**

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Authorized Tenant Representative Signature

Date