



## TENANT EXTENDED PARKING REQUEST

Today's Day: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Emergency Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates car will be parked in lot: From: \_\_\_\_\_ To: \_\_\_\_\_

License Plate: \_\_\_\_\_ Make/Model/Color: \_\_\_\_\_

*Between March and November: Please ensure car is parked on the top-level deck  
Between December and February: Please ensure car is parked on south-end of second-level deck*

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### Important Information for Tenants:

The ownership and management of 5215 Old Orchard Road assumes no liability for vehicles parked in the parking lot or parking garage. This includes cars damaged by vandalism, theft, inclement weather, snow removal, fire etc.

Cars parked in the parking lot during snow season run the risk of being plowed in.

You must notify the Management Office at 847-423-2300 if your plans change and you need to extend the date of your return.

Any cars parked in the parking lot beyond the return date will be towed at the owner's expense.

I have read and understand the above information:

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please return this form to [skokie@millbrookrec.com](mailto:skokie@millbrookrec.com)*