

# MT. WASHINGTON ACCESS & PARKING REQUEST FORM

## APPLICANT INFORMATION

Date	Employee Name	Tenant Name	Employee Email	Cube/Office #
			Phone #	

## TYPE OF APPLICANT

JHHS Employee	JHU Employee	Vendor	Other:
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## ACCESS REQUEST TYPE

*Please email the Property Management Office for replacement access badges or access change requests.*

EXTERIOR DOORS	CONTROLLED GARAGES	FITNESS CENTER
Davis West Lobby	Davis Lower Garage	Male
Davis East Lobby	6225 – Terrace	Female
McAuley Lobby	6225 – P1	LOADING DOCK
6225 Smith Ave Lobby	6225 – P2	McAuley
Conference Center	Conference Center	6225 Smith Ave

## PARKING

**NEW J-CARDS ONLY:** Please provide 5-digit number located on the back, lower left corner of J-card

Fitness Center Access: Please use link below to complete Fitness Center Waiver and submit Waiver with this form:

[Link to Fitness Center Waiver](#)

### Monthly and Daily Parking Hang Tags

- Hang tags for monthly and daily parking are available via registration through the JHU Parking Office using the link below.
- Daily and monthly hang tags are delivered each Monday and can be picked up at the following locations:
  - South Campus (5801 Smith Ave) - Aramark/Transwestern office on the first floor of the Conference Center
  - North Campus (6225 Smith Ave) - 6225 Smith Ave main lobby desk

<https://jhfre.jhu.edu/ts/parking/request-parking-permit/>

## TENANT REPRESENTATIVE AND EMPLOYEE APPROVAL

Employee Signature: \_\_\_\_\_ Supervisor Approval: \_\_\_\_\_

## MANAGEMENT OFFICE USE ONLY

Access Card #: \_\_\_\_\_ Hangtag #: \_\_\_\_\_ TW Approval: \_\_\_\_\_

Complete & Return form to:  
**Mt. Washington Property Management Office**  
5801 Smith Avenue, Suite 1100, Baltimore, MD 21209  
410-735-7727

[MtWashFacilities@transwestern.com](mailto:MtWashFacilities@transwestern.com)