



Transportation Benefits Request Form

As part of the building's Arlington County Transportation plan, the building will provide one time, per person, to each new tenant, the choice of one of the following:

- SmarTrip Card - Includes \$65.00 value.
- BikeShare – One (1) year membership.
- CarShare – One (1) year membership.

We ask that the employee count provided be of employees that are full time, onsite employees that will be employed at the site at the time of initial move-in.

Once, the count is provided cards/memberships will be ordered and then given to the tenant for distribution. For auditing purposes please provide a list of employees that have received a card/membership for the SmarTrip and BikeShare Memberships to be submitted to property management. For the CarShare Memberships, employees will be directly reimbursed by the property owner upon providing the receipt for their CarShare Membership and a W-9.

Tenant: _____

Suite Number/Floors: _____

Lease Up Date(s): _____

Requested Number of SmarTrip Cards: _____

Requested Number BikeShare Memberships: _____

Requested Number CarShare Memberships: _____

Tenant Authorized Signatory: _____

For Management Use Only

SmarTrip: _____ BikeShare : _____ CarShare: _____

Date Received by Tenant: _____

Tenant Authorized Signatory: _____