



## PARKING POLICY

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PLATE NO: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

**Payment is due on the 1st of the month. After the 5th of the month, the payment will be considered late and a late fee will be assessed. Failure to pay by the end of the month will result in revocation of your permit and your vehicle will be subject to towing at your expense. We strictly monitor our lots to ensure permit holders have a place to park and that violators are properly warned or towed. Adherence to the following terms and conditions ensure your vehicle will not receive a citation or be towed:**

- Parking permits must be visibly displayed in the vehicle that is registered with us.
- Use of an invalid or outdated permit will result in a non-negotiable \$200 fee and the vehicle will be towed immediately at your expense and without notice.
- Vehicles parked in such a manner prohibiting the use of other spaces will be towed immediately at your expense and without notice.
- Vehicles must be in working order, move frequently, and only parked in designated areas. Living in your vehicle is not permitted.
- Permits must be returned to the office by the last business day of the month to avoid owing the next month's rent. *Please remember that if you are in possession of the parking permit, you are responsible for payment.*
- Replacement cost for a lost permit or a broken permit is \$50.00.
- Permit holder parks in Landlord's lot at their own risk. Landlord is not responsible for theft, damage, or any other loss of possessions, any vehicle, or any other property that may occur while the permit holder is parked in Landlord's parking lot.
- Landlord reserves the right to revoke the parking permit immediately for any reason.
- Landlord reserves the right to clear the lot for special events with 5 days written notice. *Permit holder will be notified via email* and is responsible for relocating their vehicle during event dates. No credit will be issued.
- Landlord has the right to change the monthly rate with 30 days written notice.
- Non-tenants must provide proof of physical address (ie. utility bill, lease agreement, etc.).
- If there is a change of address or vehicle, the permit holder must notify Landlord to ensure up-to-date information.
- Permits are not transferable and are specific to the registered vehicle reported on this form.
- Permit holder acknowledges that all communication will be sent via email and agrees to notify Landlord of changes to the email address provided here to ensure receipt of all communications.
- Landlord reserves the right to issue citations or tow any car in violation of these terms and conditions.

I \_\_\_\_\_, agree to the above terms and conditions.  
(Print Name)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(OFFICE USE ONLY) PERMIT #: \_\_\_\_\_ LOT NAME: \_\_\_\_\_