



## Parking Access Agreement

This Agreement licenses you to park and lock one vehicle in a parking stall in a designated area in the parking facility located at: Valley Office Plaza – 15233 Ventura Blvd., Sherman Oaks, CA 91403.

You agree to park during the hours that the garage is open for business, at your sole risk upon payment of the monthly parking rate plus a late charge if applicable. Only a license to park is granted hereby and no bailment is created. ABM Parking Services ("ABM") does not provide guards, or assume liability for criminal acts. ABM is not liable for fire, theft, damage or other loss to the vehicle or its contents, loss of use or any loss due to or attributable to bodily injury or death.

### Monthly Parking Access:

1. All agreements are on a month to month basis, unless stated otherwise in your lease agreement.
2. Please contact the parking office immediately when changing vehicles (i.e. new car) or deleting a key card.
3. ABM Parking Services and Management are not responsible for contents of vehicles parked in the facility. Please do not leave key card or other valuables, such as phones, laptops, etc. in vehicle. Lock all possessions.
4. All damage must be reported in writing to the parking office before leaving the facility.

### Monthly Parking Payment:

1. Monthly rate for rental of parking space is payable one (1) month in advance and must be paid NOT later than the first day of each month. Payments are accepted between the 25th and 1st of the month. **After the 5th, unpaid cards will be subject to immediate deactivation, this agreement will automatically be canceled, daily parking rates will apply and a late fee will be applied for company accounts according to the terms of the lease.** NO deductions or allowances from the monthly rate will be made for days customer does not use parking facility. NO REFUNDS WILL BE MADE FOR UNUSED PORTIONS OF A MONTH. Cards purchased after the fifteenth of the month will be prorated for half of the month. Proration is only available to new tenant parkers.
2. For accounting purposes, the monthly rental period runs from the first of one month to the first of the next month. Please make checks payable to: ABM Parking Services.
3. All payments are at prevailing rates unless otherwise stated in your lease agreement.
4. Established monthly rates are subject to change with a 30 day notice.
5. Monthly parking cancellations need to be submitted in writing to the parking office before the first of the new month.
6. Returned checks for NSF or stop payments will be assessed a \$25.00 fee.

### Activation Fee:

1. A \$50.00 non-refundable activation fee will be required for all new Keycards / AVI Tags and for the replacement of lost or damaged cards or AVI Tags. ABM Parking Services reserves the right to collect all non-valid key cards.

### Keycards / Hang Tags/Automated Vehicle Identification (AVI) tags

1. Monthly parkers should not take tickets from the ticket dispenser. If you have taken a ticket to gain entrance due to a key card malfunctioning or misplacement, please contact the parking office for assistance. No signatures will be accepted as parking validation or payment.
2. Keycards / Hang Tags/AVI Tags are not transferable. Each monthly parker is issued a Keycard or AVI Tag that activates the parking equipment or a Hang Tag is issued if there's no equipment. The Keycard or AVI Tag must be used to enter and exit the parking garage at all times. This Keycard / AVI Tag / Hang Tag is numbered, recorded and assigned to a specific parker only and can not to be transferred or reassigned without the parking office's consent. Under no circumstances should a monthly parker render exchange or assist any other parkers or visitors to gain entrance or exit with their Keycard, AVI Tag or Hang Tag. Monthly parking privileges will be forfeited and the Keycard, AVI Tag or Hang Tag will be voided immediately. Any monthly parker violating this provision will be required to pay the other person's parking fees. ABM Parking Services reserves the right to collect all non-valid Keycards / AVI Tags / Hang Tags.

**General Garage Rules:**

1. Maximum speed limit of 5 MPH.
2. Compact stalls are for compact cars only.
3. Park within marked stalls, "Head In" only
4. Observe all stop signs.
5. Violation of any garage rule may result in suspension or cancellation of parking privileges.
6. Visitor parking is designated and reserved for use by visitors only. Tenant daily parking is prohibited in visitor areas. Violators are subject to posted daily rates.
7. Handicapped stall: Usage is strictly monitored. Parking Enforcement routinely inspects for permit compliance and vehicles without proper permit may be towed at the owner's expense.
8. Each monthly parker is responsible for cleanup of excessive oil spills from individual vehicles. Customer is responsible for the cost of any repairs for damages incurred in the garage due to negligence.

**Vehicle Storage and Overnight Parking:**

No overnight parking or storage of vehicles is allowed. If vehicle is to be left over 24 hours, please notify the Parking office in writing. All unauthorized vehicles will be impounded at owner's expense. ABM Parking Services and/or Management do not assume responsibility for vehicles left after hours.

**Outside Services:**

No unauthorized outside services such as mechanical repairs, tune-ups, oil changes, window tinting, installation of phone, stereo and car alarm, washing, detailing, etc. will be allowed on the premises.

**By accepting (with or without your signature) a parking Keycard, AVI Tag or Hang Tag, you agree to the terms of this agreement. Failure to comply with the aforementioned rules and regulations may result in a loss of parking privileges. This is your entire agreement and no ABM Parking Services employee may modify or waive any of its terms.**

Company Name (Printed)			Suite #
Customer Name (Printed)			Phone #
Email Address			
Primary Car (Make)	Year	Model & Color	License #
Alternate Car (Make)	Year	Model & Color	License #

**I AGREE TO ACCEPT MONTHLY PARKING PRIVILEGES BASED UPON THE ABOVE CONDITIONS.**

**Customer Name: (Please Print)**

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parking Preference:**    **Garage** \_\_\_\_\_    **Outside Structure** \_\_\_\_\_

**Tenant Authorization Signature** \_\_\_\_\_

<b>For Office Use Only</b>		
Card Number:	Activation Fee:	Company:
Individual:	Effective Date:	