



# Access Card – Monthly Garage Application/Agreement

Please check one:  
 New Account  
 Replacement Card

Name (Individual or Company) \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name First Name MI

Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_  
Residence Work Email

Vehicle License (Record all vehicles): \_\_\_\_\_ I want to start parking on: \_\_\_\_\_

### Card Pick-Up Locations (Please Check One)

On the 4<sup>th</sup> business day after submitting paperwork your access card will be available for pick-up at the location you choose below.  
**Note that all fees must be paid before your access card can be picked up. Admin fees will not be accepted at the garages.**

<input type="checkbox"/> <b>Revenue Counter – 915 I St., Room 1214</b>	Services <b>ALL</b> garages. Walk-in customers, please call (916) 808-5110 for customer service counter hours.
<input type="checkbox"/> <b>Downtown Plaza West Garage – 414 J St.</b>	Services <b>Downtown Plaza East &amp; West Garages</b> . Walk-in customers only between 9:00 a.m.- 4:00 p.m.
<input type="checkbox"/> <b>City Hall Garage – 914 11 St.</b>	Services <b>City Hall and Capitol Garages</b> . Schedule pick-up time with Parking Lot Supervisor by calling (916) 808-5351.
<input type="checkbox"/> <b>Old Sacramento Garage – 2<sup>nd</sup> &amp; I St.</b>	Services <b>Old Sacramento and Tower Bridge Garages</b> . Schedule pick-up time with Parking Lot Supervisor by calling (916) 808-5642.

#### Mailing Address:

City of Sacramento, Parking Services Division  
 300 Richards Blvd, Second Floor  
 Sacramento, CA 95811  
 Phone: (916) 808-5110 Fax (916) 808-5115

#### Physical Address:

City of Sacramento, Revenue Services  
 915 I Street, Room 1214  
 Sacramento, CA 95814

### Parking Agreement – Rights and Responsibilities

- Access Card Use:** This access card authorizes one (1) passenger vehicle to park in a designated garage at any single time. The access card is for the garage designated and no definite space will be assigned. The access card is for the sole use of the registered access card holder and is non-transferable. Daily market rates will apply if customer does not use the access card. Parking spaces are rented on a calendar month basis, running from the first through the last day of the month. To properly use the garage the access card must be scanned at the entrance and exit. If access card is used out of sequence it will automatically become inactive. No overnight parking is allowed.
- Payment: Full payment is due on or before the 1<sup>st</sup> of each month. A \$10.00 late fee per card will be charged on the 6<sup>th</sup> calendar day if full payment is not received on or before the 5<sup>th</sup> of the month. If all fees due are not received by the 10<sup>th</sup> day, all access cards registered under the account will be deactivated until the account is paid in full. All delinquent amounts must be paid before the access card can be reactivated. Access card owners will be responsible for any and all fees resulting from delinquent payments. A parking space is not guaranteed for delinquent accounts.**  
Payment Options:
  - Automatic Credit Card Deduction:** Credit cards will be deducted in the first week of each month.
  - Payments by Mail:** Only checks and money orders will be accepted. Please list account number on check. Please make checks payable to: City of Sacramento.
  - Cash Customers:** Cash paying customers must visit the Customer Service Desk during our regular office hours.
- Rates and Fees:** An administrative fee will be imposed for all new, lost, stolen, or damaged access cards. The monthly fee is subject to change. Notice of changes will be published at the facility. Only half month pro-rated fees are calculated when opening new accounts. All fees are non-refundable.
- Closing or Changes to Account:** Access card holders must close or make changes to account by submitting a Change Order Form found on our website at <http://portal.cityofsacramento.org/Public-Works/Parking-Services/Parking-Permits/Monthly-Parking/Monthly-Change-Form> or providing written notification to the Parking Division. Additional fees may apply if account closures are requested incorrectly. Access card holders will be charged for any and all use of the access card. No refunds will be granted to customers closing accounts after the 1<sup>st</sup> of each month. Companies must close or request changes to account by submitting written notification on company letterhead including a list of all affected card numbers.
- Exceptions:** Lot supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations.
- Liability:** Liability is limited as posted in the parking facility and as stated herein. The access card holder waives and releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the City of Sacramento and its employees under this agreement, including but not limited to, any loss of vehicle or contents, or any damage to vehicle by vandalism, theft or accident. Access card holders are advised not to leave articles of personal property of any value in vehicle and agree not to hold City of Sacramento responsible for loss of property or damages resulting from loss of property left in vehicle in violation of this agreement.
- Cancellation:** The City of Sacramento reserves the right to cancel the access card and terminate this agreement without notice, upon the failure of the access card holder to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Service Rep: \_\_\_\_\_ Date: \_\_\_\_\_ **Office Use Only** Accounting Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Individual Access Card  Company Account  Carpool

Access Card # \_\_\_\_\_ Account # \_\_\_\_\_ Participant # \_\_\_\_\_ Garage Name: \_\_\_\_\_ Amount Paid: \_\_\_\_\_