MONTHLY PARKING APPLICATION & AGREEMENT

PARKING LOT LOCATION NAME:	DESIRED START DATE:	CHECK ONE:
_____	_____	☐ INDIVIDUAL ____# of Permits ☐ COMPANY _____# of Permits

NAME: *(Individual or Company)* _____
Last Name First Name MI

EMAIL: _____

PHONE NUMBER:_____
Mobile Work Residence

ADDRESS:_____
Street City State Zip

VEHICLE LICENSE PLATE:
(Up To Four *Alternate* Vehicles) **1)** _____ **2)** _____ **3)** _____ **4)** _____

Parking Agreement – Rights and Responsibilities

Account Holder Use: This account authorizes one (1) passenger vehicle to park in the designated garage or lot at any single time, and no definite space will be assigned. Daily market rate will apply if account is not current. The parking account is for the sole use of the registered license plates and is non-transferable. Unapproved transferring of permits to anyone other than the approved accountholder is grounds for immediate termination. Parking spaces are rented on a calendar month basis, running from the first through the last day of the month.

1. **Payment: Full payment is due on or before the 30th of the preceding month. If we do not receive the payment by the end of the day on the 30th, parking spaces will be made available to be sold on a first-come, first-serve basis. If payment is not received by the 1st of the month, a late fee will be assessed, and your vehicle will be subject to citation.**

   Payment Options:

   Automatic Credit Card Deduction (Recommended): The credit card on your account will be charged on the 30th of each month.

   Your parking permit status and invoices can be viewed in your personal e-permit account online: http://j.mp/SacEpermits

   B. Payments by Mail: Payments by mail must be made with a check or money order. All check payments and self-addressed envelopes are **due before the 30th of the prior month**. Payment can be mailed to *City of Sacramento, Parking Services, 300 Richards Blvd, Second Floor, Sacramento, CA 95811.* Make checks payable to: City of Sacramento. Please list garage name and apartment number on check.

   C. Payments in Person: Please visit our Customer Service Desk at 915 I Street, Room 1214, Sacramento, CA 95814.

2. **Rates and Fees:** The monthly fee is subject to change. Notice of changes will be published at the facility. Half month, pro-rated fees are calculated when opening new accounts between the 16th - 31st. All fees are non-refundable.

3. **Canceling or Changing Account:** Please report any changes to license plate numbers immediately. Account holders must close or make changes to account by submitting Change Order form found on our website at www.cityofsacramento.org/Public-Works/Parking-Services/Forms-and-Applications, or providing written notification to the Parking Division. Additional fees may apply if account closures are not requested correctly. No refunds will be granted to customers closing accounts after the 1st of each month. All correspondence needs to be mailed to: ***Parking Services Division, 300 Richards Blvd, Second Floor, Sacramento, CA 95811,*** or **Faxed: *916-808-5115***

4. **Exceptions:** Location supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations.

5. **Liability:** Liability is limited as posted in the parking facility and as stated herein. The account 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. Account 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.

6. **Cancellation:** The City of Sacramento reserves the right to cancel the account and terminate this agreement without notice, upon the failure of the account holder to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement. The City may cancel the account and terminate this agreement for any reason by providing the account holder written notice of such cancellation.

Signature: _____ Date: _____

OFFICE USE ONLY: ❒ **Non-Resident Unreserved** ❒ **Resident Unreserved** ❒ **Resident Reserved #_____**

Customer ID#: _____ Monthly Payment: $_____ Permit Start:____ /_____ /_____

Parking CS Rep:_____ Today's Date: ____ /_____ /_____ Pro-Rated Charge:_$_____