

Parking Services Division

300 Richards Blvd., 2nd Floor
Sacramento, CA 95811
Phone: 916-808-5110
Fax: 916-808-5115

November 1st, 2015

Dear Valued Parking Customer:

On December 1, 2015 development of the Railyards is scheduled to begin which includes the extension of F and G Streets through the existing lot into the railyard property. Because of this, Lot 297 will no longer be available for monthly parking after November 30, 2015. Current Lot 297 and 297 North monthly parking customers will be given priority to relocate to Old Sacramento Garage and start their parking effective December 1, 2015 at the rate of \$115 per month. Other City-owned garage facilities, with availability, will also be accepting transfer requests. The effective date of any new parking arrangement will be based on when the transfer is requested. All City-owned garage locations can be found under the Parking Lots & Garages tab on our website: www.sacpark.org.

We thank you for your patience and cooperation as we prepare for this project. For more information on alternative parking and our discount parking programs please visit our website at www.sacpark.org.

Please view the reverse side of this letter for time-sensitive information regarding options for your future parking needs.

If you have any questions relating to your monthly account, please call 916-808-8588 or email parkingcsr@cityofsacramento.org. We appreciate your patronage and look forward to your continued business.

Sincerely,

Customer Service
Parking Services Division

TRANSFER INSTRUCTIONS EFFECTIVE 10/30/2015

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS FOR YOUR ACCOUNT:

- **TRANSFER ACCOUNT TO A CITY-OWNED PARKING GARAGE:**
 - This transfer will allow you to park in new facility starting on Tuesday, December 1st, 2015
 - **REQUEST MUST BE MADE NO LATER THAN November 20th**
 - Visit www.sacpark.org
 - Click on the **Forms & Applications** from the menu left side of screen
 - Click on and complete the **Monthly Change Order Form** online
 - Choose “Address Change” on the form.
 - Complete ALL fields on the form, including those that are not required.
 - In comments box, type: **Transfer from Lot 297 to** (*enter new parking facility name*)
 - **Payment for new facility must be received no later than December 1st, 2015** to be able to park in December. Payments may be made via AutoPay (see next note), cash payment and/or drop off at the Revenue Division (915 I Street, Room 1214) or by mail to:

Parking Administration
300 Richards Blvd, Second Floor
Sacramento, CA 95811

*This mailing address does not have a public counter.
The customer service counter is at the Revenue
Division in New City Hall.*

- For AutoPay customers, please submit a new Credit Card Authorization Form via mail, fax, or drop off at the New City Hall Revenue Division within **2 business days** of submitting the Monthly Change Order Form online. Forms are online at www.sacpark.org under Forms & Applications.

If you transfer to a City Owned Parking Garage, there is a one-time \$10 administrative card fee.

- **CANCEL PARKING AFTER November 30th, 2015:**
 - You do not need to do anything further after parking ends on November 30th, 2015

PARKING SERVICES WILL AUTOMATICALLY CANCEL ALL REMAINING LOT 297 MONTHLY ACCOUNTS IF A RESPONSE IN THE FORM OF ANY OF THE ABOVE ACTIONS IS NOT RECEIVED BY NOVEMBER 20TH, 2015.