



## ACCESS CARD REQUEST FORM

Please select a Building and Request Type:

400 North Brand       450 North Brand

Add New Access Card       Delete Existing Access Card       Update Info

*There is a \$10.00 non-refundable activation fee for each new or replacement access card.*

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_ SUITE #: \_\_\_\_\_

TELEPHONE: (      ) \_\_\_\_\_

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### BUILDING ACCESS

Monday - Friday (7am-7pm)       24 HOURS       OTHER (Please Specify):

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### VEHICLE INFORMATION

**VEHICLE #1** MAKE|MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ PLATE #: \_\_\_\_\_

**VEHICLE #2** MAKE|MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ PLATE #: \_\_\_\_\_

AUTHORIZED TENANT SIGNATURE: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_

Any person(s) being issued 400|450 North Brand Parking Access must include all above requested Vehicle Information and sign the Monthly Parking Agreement found on Page 2 of this Request Form.

Parking Access cancellations must be received within 5 days of employee departure for a prorated credit to be applied.

BUILDING USE ONLY

Keycard # Issued: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_

# **ABM PARKING SERVICES**

## **MONTHLY PARKING AGREEMENT**

**THIS CONTRACT LIMITS OUR LIABILITY – PLEASE READ IT**

Monthly Parking Access Cards ordered on this form will be billed to the Tenant. Payment is due by the 1st of each month. Late Fees will be assessed in accordance with your Lease Agreement.

A keycard activation fee of \$10.00 is required for all newly issued cards. A \$10.00 administrative fee will be charged for the replacement of cards that are lost or damaged. Neither fee is refundable.

The monthly parking keycard supplied must be used to enter and exit the parking garage at all times. This card 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 or exchange or assist any other parkers or visitors to gain entrance or exit with their keycard. Monthly parking privileges will be forfeited and the keycard will be voided immediately. Furthermore, the Monthly Parker will be required to pay the other person's parking fees if this practice is observed.

Daily rates will prevail if the keycard is not used. Monthly Parkers entering the garage by taking a ticket will be charged the daily rate. If your keycard does not work, please press the assistance button and our building personnel will assist you.

All directional and parking signs found in or around the garage (such as Handicapped, Reserved, and Customer Parking Only) must be obeyed. Illegally parked vehicles are subject to tow-away at owner's expense.

Monthly Parker may not throw litter into garage, nor shall he/she commit any nuisance or any other act that may disturb the quiet enjoyment of other parkers in this facility.

Monthly Parker is responsible for the cost of any repairs for damages incurred in the garage due to negligence.

Overnight parking or storing of vehicles is prohibited. Cars left in garage over 24 hours without advance written approval from ABM Parking Services are subject to tow-away at car owner's expense.

Unauthorized outside services are not permitted. These services include (but are not limited to): mechanical repairs, tune-ups, oil changes, window tinting, car stereo/alarm installation, washing, or detailing.

If you believe damage has occurred to your vehicle while inside of the garage, you must show the damage to the garage management staff and fill out a Damage Report prior to exiting the structure. ABM Parking Services is not liable for damage to vehicles parked or retrieved by anyone other than one of our employees. Also, (because they can happen anywhere) we cannot be responsible for nicks, dings, scrapes, dents, or other similar damage to your car.

ABM Parking Services does not guard or assume care, custody, or control of your vehicle or its contents and is not responsible for fire, theft, damage, or loss.

Parking Manager and/or other garage personnel are not authorized to make any exceptions to this agreement and the regulations contained herein.

**CANCELLATION:** We reserve the right to cancel at any time in the event of violation of the applicable Garage Rules and Regulations.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE.

NAME (Print) \_\_\_\_\_

COMPANY NAME (Print) \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_