



Campbell Court Parking Policy

The purpose of this document is to establish an agreement and a set of rules and guidelines within which Management seeks to obtain the optimum usage of the facility as it relates to parking of personal vehicles. Our goals are to maximize the availability, convenience and ease of access for the tenants. All parking is considered limited access and is further explained in this document. Should the tenant's lease and this document conflict in anyway this document shall take precedence; however, the scope of that precedence extends only to the information and topics contained herein.

1. General

- a. Lack of enforcement of the parking policy shall not be an indication to any changes on policy.
- b. No vehicle may occupy more than one space at any one time. All vehicles must park within the painted stripes. No more than one vehicle may be parked in a single space.
- c. Parking spaces may not be used for any other purpose other than parking the registered personal passenger vehicle. No items such as tires, cans, grocery carts, tents, etc. may be stored in a parking space. Failure to comply with this rule, after one (1) day notice, will be cause for removal, by Management, at the owner's sole risk and expense.
- d. Maintenance and repairs of vehicles on Campbell Court property is prohibited. Exceptions are limited to changing a flat tire, jump starts or other matters routinely defined as "emergency service" or "roadside service".
- e. Wet washing a vehicle on the property is not permitted. However, waterless washing and waxing it permitted provided the refuse of such activity is removed.
- f. Any vehicle parked on Campbell Court property shall be registered with the Management Office, properly registered and display such registration, inspected as required by the state the vehicle is registered in, and in operating condition.
- g. This parking agreement is for the TERM OF LEASE and shall remain in effect for that term once the lease has started.
- h. Campbell Court, its management, owners, affiliates or otherwise bears no responsibility to any loss or damage caused to any vehicle or personal property contained within a vehicle for reason including but not limited to fire, flood, natural disaster, criminal activity, non-criminal activity by another, acts of God, etc.
- i. Management must receive this document filled out in its entirety and signed in order for permits to be issued.

2. Vehicle Registration

- a. All tenants that are eligible for parking SHALL register their vehicle with the Matchbox Management office upon moving into the building and thereafter whenever the tenant changes vehicles for whatever reason that may be. Any vehicle registered with Matchbox Management shall be for the exclusive use of the tenant.
- b. Upon registration, the Matchbox Management office will issue the tenant the appropriate parking permit.
- c. Registration of the tenant's vehicle shall include but is not limited to:
 - i. Owner's name, address, and telephone number
 - ii. Tenant's name, unit number and telephone number if different from the vehicle's owner
 - iii. Color, Make, Model and registration.
- d. Ownership, management, 1st Choice Towing will not be held liable for parking permits that are not adhered or hung from the vehicle in the appropriate location and then towed.

3. Outside Parking

- a. Campbell Court has two areas of parking for the building. In order to park in these lots, the tenant must obtain a FREE parking permit from the front desk at the Matchbox Management office.
- b. The first permit is FREE. Replacement permits are charged at a rate of \$50 but at least half of the original permit must be produced in order to receive a replacement.
- c. Outside parking permits should be placed on the rear window on the bottom right hand corner.
- d. Outside permits expire every September 1st no matter when the permit was issued. New permits shall be picked up by August 31. There is no liability on Campbell Court or Management for a tenant's failure to retrieve a new pass.
- e. Pay attention to the signage. Do not park in front of the dumpsters. This is a towable space.

4. Guest Parking

- a. Guest parking is street parking and "downtown parking."
- b. Tenants with permits are the only vehicles allowed to park on Campbell Court property.
- c. Be sure to inform guests that outside parking lots are towing enforced and their expense if towed.

5. Parking Violations and Enforcement

- a. Parking throughout Campbell Court property is enforced by way of towing at the owner's expense.
- b. Parking is largely unassigned. However, it is the driver's responsibility to ensure they are parking in the correct area for which they are permitted.
- c. Any vehicle parked in the fire lane, on sidewalks, in the lawn, and loading areas are subject to towing at the owner's sole risk and expense.

- d. Any vehicle parked in a handicapped parking space without a valid Handicapped Placard or Handicapped License Plate will be towed at the owner's sole risk and expense.
- e. Any parking violations will be charged a minimum of \$100.00 in addition to towing.
- f. Vehicles occupying more than one spaces are subject to towing at the owner's expense
- g. Failure to follow posted signage may result in fines and/or towing.
- h. 1st Choice Towing & Recovery, Inc. is responsible for parking enforcement and will remove *any* vehicle violating any rules contained herein. They may be contacted at
540-478-4869

Vehicle

Name

Date

Unit Address

Parking Permit Number

Make

Model

Color

License Plate Number

Signature