

## City Exchange (CE) Parking Policy

The purpose of this document is to establish an agreement and a set of rules and guidelines within which the City Exchange Management (hereinafter referred to as *Management* or *Matchbox 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 CE 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 CE Property shall be registered with the main Matchbox Leasing 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. CE, 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 Management shall be for the exclusive use of the tenant.
- b. Upon registration, the 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, 1<sup>st</sup> 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. City Exchange has two areas of exclusive City Exchange parking to the east of the building. In order to park in these lots, the tenant must obtain a FREE parking permit from the front desk in the leasing 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 August 31st no matter when the permit was issued. New permits shall be picked up by August 31. There is no liability on City Exchange for a tenant's failure to retrieve a new pass.
- e. Pay attention to the signage. We share some spaces with Local Chop and Grill House. Some spaces have designated hours that we can use their spaces so please pay attention.
- f. The front parking lot, against the building, shall not have cars that are sitting there for more than a week undriven. If you feel you will not drive very often, take your car across the street to the secondary lot.

## **4. Guest Parking**

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

## **5. Motorcycle Parking**

- a. Across the street, there is a designated space for motorcycle parking. If you happen to bring a motorcycle with you, instead of a car, this will be the area for you to park. It is a very narrow parking space and perfect for motorcycles.

**6. Parking Violations and Enforcement**

- a. Parking on the City Exchange 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, or which otherwise blocks ingress or egress to the garages, 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 Information**

**Vehicle**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apartment Number

\_\_\_\_\_  
Parking Permit Number

\_\_\_\_\_  
Make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Color

\_\_\_\_\_  
License Plate Number

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Signature