

Matchbox Realty Parking Policy

UNIT: _____

As a resident of Matchbox Realty, I understand & accept the following as an Addendum to my Lease Agreement, *in addition to Parking/Vehicles in Rules & Regulations*. "Matchbox" for purposes of this Addendum shall include all of the following: Management, Owner, Landlord, Agent, Matchbox Realty and OffCampusHousing.com.

General

- a. If myself or my guest(s) fail to properly display a valid permit (either Guest Permit or Parking Permit), I or my guest(s) run the risk of having our vehicles towed at our expense. 'Properly displayed' means (for a Guest Permit, if applicable): Hung visibly in the guest(s) rear view mirror. 'Properly displayed' means (for a Parking Permit): Adhered to the driver's side rear windshield of the vehicle.
- b. Matchbox assumes NO liability/responsibility for any loss or damage to my vehicle or my guest(s) vehicle while parked on the premises – including, but not limited to: fire, flood, natural disaster, criminal/non-criminal activity, vandalism, etc.
- a. Vehicles must have a current registration, licensing &/or inspections. Vehicles with flat tires, on supports or otherwise inoperable may not remain on the premises and are subject to towing at owner's expense.
- c. Tailgating is prohibited.
- d. No vehicle may occupy more than one space at any time. All vehicles must park within the painted stripes. No more than one vehicle may be parked in a single space. Vehicles occupying more than one spaces are subject to towing at the owner's expense
- e. 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 of the item(s) at the owner's sole risk and expense.
- f. Maintenance and repairs on vehicles is prohibited. Exceptions are limited to changing a flat tire, jump starts or other matters routinely defined as "emergency service" or "roadside service".
- g. I am responsible for the actions of myself and my guest(s) while on the premises.
- h. Availability of parking cannot be guaranteed. All parking is 'First come, first served' with valid Permit.
- i. Parking Permits & Guest Permits expire annually on Aug 31st. It is my responsibility to obtain a new Permit each year I renew my lease, or if my lease dates fall within the time period that my Permit will expire. There is no liability on Matchbox for a tenant's failure/negligence to retrieve a new pass.
- j. If I lose/misplace my Guest Permit or Parking Permit, or if it is stolen, I agree to pay a \$50 replacement fee per pass (unless replacement fee is otherwise noted on Permit). I understand if I replace a Guest Permit or Parking Permit, the previous # will no longer be valid and will be subject to towing at my expense. I understand that I must bring at least ½ of my Guest Permit or Parking Permit into the office to exchange for another pass without the \$50 replacement fee.
- k. Guest must be parked in a guest parking spot AND display the Guest parking tag.
- l. Matchbox does not have designated guest spaces or lots. Only tenants and guest(s) with a valid permit are allowed to park in the community and must be legally parked in a clearly defined parking space.

Violations & Enforcement

- a. Towing is enforced all day, every day: 24/7, 365 days/year unless posted or notified in writing by Matchbox. The towing vendor has the right to monitor the community at any day or time to ensure only those with a valid permit are on the premises (and tow those who don't have a valid permit or are parked illegally/improperly).

- b. Matchbox cannot and will not waive or reimburse any fees associated with a towed vehicle if myself or my guest(s) vehicle is towed. The towing vendor is a separate company from Matchbox Realty.
- c. 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.
- d. I cannot, for any reason or length of time, park my vehicle in a fire lane, on sidewalks/grass/dirt/etc. or otherwise block ingress or egress. Fire lanes (pavement/curbs) are clearly and/or prominently marked 'FIRE LANE.'
- e. If I or my guest(s) are parked improperly or illegally, I run the risk of having my vehicle towed at my expense. 'Parked improperly' includes (but is not limited to) parked on the grass, dirt, sidewalk, fire lane, etc.
- f. If myself or my guest(s) vehicle is towed, I understand that I must contact the towing vendor to retrieve the vehicle at my expense. Contact information for the towing vendor can be found visibly and prominently displayed at community entrance(s).
 - The towing vendor's fees are subject to change at any time; their current fees are: \$160 for initial tow, \$50 for an afterhours pick-up, \$40/day for a storage fee for vehicles not picked up within 24 hours, \$10 transaction fee for cards (they only accept cash or cards).
 - Although the towing vendor's hours are subject to change at any time; their current hours are: Monday-Friday 9am-5pm (by appointment), Saturday-Sunday 11am-1pm (no appointment necessary).
- g. If the towing vendor pulls up to your or a guest(s) vehicle, and someone runs out to move it, they have the right under Virginia State Law to charge you a 'Drop Fee'. Currently the vendor's 'Drop Fee' is \$60 (subject to change). They have the right to charge this fee even if they do not hook-up your vehicle.
- h. For communities with stamped visitor parking spaces: I cannot save spaces with my own vehicle or I run the risk of being towed at my expense. Visitor parking spaces cannot be guaranteed and operate on a 'first come, first served' basis.

I understand that failure to abide by these rules will be treated as a lease violation with penalties up to and including eviction. This Addendum is in place for my safety and the safety of my neighbors.

PARKING PERMITS

Parking Permit # _____	Print Name _____	Signature _____
Unit _____	Auto Make & Model _____	
License Plate Number _____	Color of vehicle _____	