

300

WEST SIXTH

CARD ACCESS REQUEST

NAME: _____

EFFECTIVE DATE: _____

COMPANY: _____

IF NEW USER, PLEASE PROVIDE VEHICLE INFORMATION:

ADDRESS: _____

MAKE/MODEL: _____

EMAIL: _____

YEAR/COLOR: _____

PHONE: _____

LIC PLATE No.: _____

PLEASE COMPLETE APPLICABLE SECTION(S) BELOW

ACTIVATE

☐ Building Access

Access to Floor(s): _____

☐ Add Directory Listing☐ Garage Access☐ Unreserved☐ Reserved

Space #: _____

Existing Tag #: _____

Temp Tag: _____

☐ Other: _____

CARD STATUS

☐ Replacement CardAccess will remain the same
unless otherwise noted☐ Card Returned☐ Card Not Returned*☐ Full Termination☐ Lost Card☐ Damaged Card☐ Temp Tag Returned☐ Temp Tag Not Returned

DEACTIVATE

☐ Building Access

Access Card No. _____

☐ Delete Directory Listing☐ Garage Access

Tag #: _____

Temp Tag #: _____

Notes: _____

* There is a \$25 non-refundable charge for lost or damaged cards and for full access termination without return of card.

* There is a \$25 non-refundable charge for the replacement of lost or damaged parking tags.

- Completed and signed form must be emailed to cspring@premierparking.com or travis@premierparking.com & returned to Security. Tenant representative will be notified when the access cards have been activated and are ready for pick-up. Cards and parking tags can be picked up from Security.
- Payment for parking is due on or before the first of each month. Accounts are considered delinquent by the 5th of each month. In the event your account is delinquent, your parking may be terminated.
- The parking tag must be used at all times to operate the entrance/exit gates to the garage. If your parking tag does not work, please contact Premier Parking at 512-499-0409.

TENANT REPRESENTATIVE SIGNATURE _____

OFFICE USE ONLY

PARKING

Processed By: _____

Billed By: _____

Date Entered: _____

Account No.: _____

SECURITY

Access Card No.: _____

Building No.: _____

Notes: _____

MANAGEMENT

Lost/Damaged/Unreturned Card:

☐ Billback tenant - \$25

Damaged/Non-working Parking Tag:

☐ Billback tenant - \$25

WO# _____

PARKING RULES AND REGULATIONS

The following rules and regulations apply to all tenants and occupants of the building as well as all other individuals using the garage.

1. **Traffic Signs.** All persons parking in the parking garage or parking areas shall observe posted signs and markings regarding speed, stop signs, traffic lanes, reserved parking, no parking, stripes separating parking spaces, disabled spaces, compact spaces, oversized vehicles observe vertical clearance warnings, etc.
2. **Control Devices.** The Operator of the Garage (Operator) reserves the right to install or utilize any system of entry and exit control devices tenant identification cards, or vehicle identification cards; and all persons parking in the garage or parking areas shall comply with such systems, Operator may impose reasonable charges for replacement of control device cards or other parking identification cards which are lost or damaged.
3. **Tenant Guest Parking.** Operator reserves the right to utilize any reasonable system by which building tenants may pay for parking of their guests or customers.
4. **Trash.** All persons parking in the parking garage or parking areas shall refrain from throwing trash, ashtray contents, or other debris on the garage floor or parking areas.
5. **Flat Tires.** All vehicle owners and all persons parking in the parking garage or parking areas shall be responsible for promptly repairing flat tires or other conditions of the vehicle which cause unsightliness in the judgment of the Operator.
6. **Removal of Unauthorized Vehicles.** If vehicles are blocking driveways or passageways or are parked in violation of these rules and regulations or state statutes, Operator may exercise vehicle removal remedies pursuant to Tex. Trans. Code Ann. Sec 684.00 et seq. (Vernon 1996)
7. **Liability.** All persons parking in the parking garage or parking areas park at their own risk. Charges are for the rental of parking spaces only. Operator and owner of building garage assume no responsibility whatsoever for loss or damage of vehicles or their contents, however caused. Parkers are advised to lock their vehicles and remove all valuables.
8. **Access Cards.** Access cards are not transferable to another person or vehicle.
9. **Speed Limit.** The speed limit in the Parking Facility is five (5) miles per hour.
10. **Double Parking.** No "double" parking. Customers must park in the center of each space. Cars that are "double" parked are subject to being towed from the Parking Facility at the expense of the violator. If the cardholder thereafter continues to "double" park, the Garage Manager or Owner may cancel the cardholder's access to the Parking Facility and void and render ineffective, the cardholders access card.
11. **Reversed Parking.** Cardholder must park "head-in" parking only. No "reversed" parking allowed.
12. **MTM Parking.** Month to month parking requires a 30-day written notice of termination.
13. **Safety.** No skateboarding, rollerblading, skating or biking in the garage.

Operator reserves the right to rescind these rules, make reasonable changes, or make other reasonable rules and regulations for the safety, care, and cleanliness of the parking garage and parking areas and for the preservation of good order.