



Keycard Request/ Update/ Delete

Today's Date	<input style="width: 95%;" type="text"/>	Keycard Deposit Admin. Fee:	N/A
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ACTION- ADD/ CHANGE/ DELETE <i>Please check the appropriate box</i>		Garage Access <input type="checkbox"/> (Reserved)	Space # <input style="width: 50px;" type="text"/>	Lot Access <input type="checkbox"/> (Unreserved)
Addition <input type="checkbox"/>	Access Change <input type="checkbox"/>	Replacement <input type="checkbox"/>	Deletion <input type="checkbox"/>	Start Date <input style="width: 100px;" type="text"/>
Old Card # <input style="width: 100px;" type="text"/>	New Card # <input style="width: 100px;" type="text"/>	Term Date <input style="width: 100px;" type="text"/>		

COMPANY INFORMATION			
Company Name		Authorized Contact Name	
Billing Street Address (For Parking Only)	City	State	Zip
	San Diego	CA	92108
Email Address	Contact Phone #	Fax #	

INDIVIDUAL INFORMATION		
Student or Staff Member Name	Email Address (optional)	Phone # () -

VEHICLE INFORMATION							
First Vehicle: Make	Model	Color	Lic. Plate #	Second Vehicle: Make	Model	Color	Lic. Plate #

PARKING RULES AND REGULATIONS

1. Monthly parking fees are due the first of every month. After the fifth business day of the month, parking privileges are subject to cancellation. NO deductions or allowances from the monthly rate will be made for days customer does not use parking facility. NO REFUNDS WILL BE MADE FOR UNUSED PORTIONS OF A MONTH. All checks are to be made payable to ABM Parking Services. An invoice will be issued as your receipt. No monthly parking will be sold to individual parkers.
2. All key cards processing fee/ replacement are non-refundable and are non transferrable.
3. ABM Parking Services reserves the right to confiscate all non-valid or non-renewed permits and/ or keycards.
4. Keycard holders should not take tickets from the ticket dispenser. However, if you need to take a ticket to gain access to the parking facility due to your keycard malfunctioning or being misplaced, please contact the parking manager for assistance or stop by the parking office in the Basement level to obtain an exit pass (8:00am- 5:00pm) before you attempt to exit the parking facility.
5. Monthly permit holders must park in designated areas. By accepting the monthly keycard customer agrees to follow the instructions of parking personnel, posted signage, and all rules and regulations. Maximum speed limit is 5MPH. Observe all safety signs. Violation of garage rules may result in suspension of parking privileges.
6. Handicapped stall usage is strictly monitored and offenders are subject to enforcement and ticketing by the City.
7. Customer agrees to report any damage caused by customer's vehicle.
8. All monthly parking agreements are on a month to month basis unless stated otherwise in your lease agreement. Unless specified otherwise, parking privileges are cancelable by either Ampco or Customer. Customer must provide a 30 day written notice to cancel.
9. Please contact the parking manager immediately when changing vehicles (i.e. new car) or deleting a key card.
10. ABM Parking Services is not responsible for contents of vehicles parking in the facility. Please do not leave your key card or other valuables such as cell phones or other items in your vehicle. Always lock your car each time you park.
11. No overnight parking or storage of vehicles is allowed over 24 hours without a written request to- and written approval by- the parking manager. All unauthorized vehicles will be impounded at owner's expense. ABM Parking Services does not assume responsibility for vehicles left after hours.
12. NO unauthorized outside services such as: mechanical repairs, tune-up/ oil changes, window tinting, installation of phones, stereo or car alarm, washing/ detailing, etc., will be allowed on the premises

I AGREE TO ACCEPT MONTHLY PARKING PRIVILEGES UPON THE ABOVE TERMS AND CONDITONS	
Customer Signature	Date

FOR INTERNAL USE ONLY			
Business Unit	<input style="width: 50px;" type="text"/>	Date Entered	<input style="width: 50px;" type="text"/>
Parker #	<input style="width: 50px;" type="text"/>	Contract #	<input style="width: 50px;" type="text"/>
Customer #	<input style="width: 50px;" type="text"/>	Product Code	<input style="width: 50px;" type="text"/>
Database Entered. Check Mark	<input type="checkbox"/>	Access System	<input type="checkbox"/> SCORE 4 <input type="checkbox"/> BASE <input type="checkbox"/> LEASE
			Entered By <input style="width: 100px;" type="text"/>
			Rate Code <input style="width: 50px;" type="text"/>