



Keycard Request/ Update/ Delete

Today's Date	Keycard Deposit Admin. Fee:
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ACTION- ADD/ CHANGE/ DELETE <i>Please check the appropriate box</i>		Garage Access <input type="checkbox"/> (Reserved)	Space # <input 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 type="text"/>
Old Card # <input type="text"/>	New Card # <input type="text"/>	Term Date <input type="text"/>		

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

INDIVIDUAL INFORMATION		
Name	Email Address (optional)	Phone # (optional) () -

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 on the first day of every month. After the fifth business day of the month, keycards are subject to deactivation. No deductions or allowances will be made for the days that the customer does not use the parking facility. All checks are to be made payable to ABM Parking Services. An invoice will be issued as your receipt.
2. There is a non-refundable setup fee for each keycard.
3. ABM Parking Services reserves the right to request all non-valid or non-renewed permits and / or keycards.
4. Keycard holders should not take tickets from the ticket dispenser. Holders may be liable for the charges associated with the parking ticket.
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 5 MPH. Observe all safety signs. Violations 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. ABM Parking Services grants a license to park only; no bailment is created. In accepting this contract, Holder agrees to use operator's garage or lot at Holder's own risk. The owners and operators of the parking facility hereby specifically disclaim any responsibility, expressed or implied, to protect against loss of or damage to your vehicle or its contents. No employee or agent may alter or enlarge our liability hereunder orally or otherwise. Your use of this parking facility shall constitute an acknowledgment and acceptance of this condition on your right to use the parking facility.
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 ABM Parking Services or Customer.
9. Please contact the parking office when changing vehicles (i.e. new car) or deleting a key card.
10. No overnight parking or storage of vehicles is allowed over 24 hours without a written request to do so and written approval by the parking office personnel. All unauthorized vehicles will be impounded at owner's expense. ABM Parking Services does not assume responsibility for vehicles left after hours.
11. 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 CONDITIONS	
Customer Signature	Date

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