



MONTHLY PARKING AGREEMENT

Account Information	Garage Assignment	Payroll Deduction	State Employee
<input type="checkbox"/> Individual Account <input type="checkbox"/> Company Account	<input type="checkbox"/> Reserved <input type="checkbox"/> Regular	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By:
Key Card #:	Garage:	E#:	

Billing Information

Account Name:		Account#:	
Street Address:		Apt/Suite#	
City:	State:	Zip Code:	
Email Address:			
Phone:			
Contact Name:			

Parker Information

Last Name:		First Name:	
Street Address:	Apt/Suite#		
City:	State:	Zip Code:	
Work Email Address:			
Work Phone:			
Personal Email Address:			
Personal Phone:			

Authorized Vehicle Information

Make	Model	Plate#	State	Color

PLEASE READ THE TERMS AND CONDITIONS OF THIS PARKING AGREEMENT PRINTED ON BACK.

Internal Services Department Parking Operations reserves the right to terminate parking privileges for any reason with a 30-day notice or immediately for non-payment by the due date. I hereby certify that the information provided is correct as of this date and agree to immediately provide prompt written notice of any changes to ISD Parking Operations. I understand that payment is promptly due on the 1st of every month to which the charges apply and that nonpayment will result in additional fees and ultimately cancelation of privileges. Also, I agree and fully understand the terms and conditions of this Monthly Parking Agreement.

Parker Signature: _____

Date: _____



ISD PARKING OPERATIONS RULES AND REGULATIONS

- **TERMS** – Upon acceptance of this Monthly Parking Agreement ISD Parking Operations shall grant you ("Customer") a license to use a parking space(s) at the facility assigned on a first come first served basis. This agreement is between ISD Parking Operations, and the named individual in the account henceforth referred to as the Customer. As part of this agreement, the Customer agrees to all Terms and Conditions of the agreement. This agreement is non-transferable, non-assumable, and effective from the effective date until the end of the month and continuing thereafter on a month-to-month basis until canceled by either party with a thirty (30) days' notice for any reason. If Customer is entering into this Agreement for Customer's employees, Customer represents that Customer has the authority to enter into this Agreement on behalf of its employees, and all terms and conditions of this Agreement shall be binding on Customer's employees. Customer shall also be responsible for the acts of Customer's employees as if such acts were Customer's own acts.
- **PROMPT PAYMENT REQUIRED** - Monthly parking fees must be paid in full in advance by the first day of each calendar month of the term of this Contract Parking Agreement. A "Late Fee" of \$15 for each access card issued under this agreement will be applied to, and due in connection with, any payment for monthly parking that is paid after the first of the month for which payment is due. If payment in full, including any applicable Late Fee, is not paid by 5 p.m. on the fifth day of a given month, Parking Operations will immediately revoke parking privileges at the Facility with no notice.
- **LACK OF PAYMENT / INSUFFICIENT FUNDS** - There is a service fee pursuant to Florida Statute, (F.S. 1995, 832.08) a service fee of \$25 if the value does not exceed \$50; \$30 if the face value exceeds \$50 but does not exceed \$300; \$40 if the face value exceeds \$300; or an amount of up to 5% of the face amount on all returned payments. Customers have seven days after receiving notice of a returned instrument to tender payment, or parking privileges will be terminated.
- **ACCOUNT INFORMATION AND CHANGES** – It is the responsibility of the Customer to ensure account information is up to date. All account information must be updated or changed by the 15th of the month in order for the changes to take effect the following month. Parkers who fail to notify ISD Parking Operations of any vehicle changes may be subject to citations. Billing information can be changed by emailing at Parking-Operation@miamidade.gov, calling our office at 305 -375-4159, or in person at the Parking Operations Office.
- **ACTIVATION & REPLACEMENT FEE** - A one-time, non-fundable activation fee of \$15 will be charged for all new parkers (Except County Employees who can use county ID for parking access) and due along with the first month's payment. If your access card is lost, stolen or damaged, the replacement is \$15.00.
- **PARKING SPACES** - Your parking privilege is valid for one space only. Vehicles taking up more than one space will be subject to citation unless previously approved by ISD Parking Operations
- **SIMULTANEOUS USE** - Use of this access card by two or more cars or use after privileges have been canceled will result in enforcement action, which includes ticketing, towing, or wheel locking.
- **CANCELLATIONS** - Cancellations are effective at the end of each month. No refunds will be issued for unused parking. Cancellations must be submitted in writing. The accepted methods are email, fax, US Mail, or hand delivery. No termination is considered accepted until a written confirmation is issued. Customers must provide a minimum of 30 days' notice to cancel their parking contract. Customers will be obligated to pay for all fees until proper cancellation procedures are followed and, your cancellation notice is confirmed. No refunds for unused parking will be issued.
- **ACCESS CREDENTIAL** - Each monthly access pass is a "recycling" credential designed to prevent the customer from passing it back to another user. The access pass operates gates as programmed in the parking system. This system enables the parking office to cancel or invalidate access that is lost, stolen, or discontinued, by reason of nonpayment or other rule violations.
- **RELEASE OF LIABILITY** – The Internal Services Department, Parking Operations Office will not be liable for any losses or damage to personal property, including vehicles and articles. Please make sure to lock your vehicle and keep all personal belongings out of sight before leaving the vehicle.