



Urban Exchange (UE) Parking Policy

The purpose of this document is to establish an agreement and a set of rules and guidelines within which the Urban Exchange Management (hereinafter referred to as UE Management or simply UE) seeks to obtain the optimum usage of the facility as it relates to parking of personal vehicles. Our goals are to maximize the availability, convenience and ease of access for the tenants. All parking is considered limited access and is further explained in this document. Should the tenant's lease and this document conflict in anyway this document shall take precedence; however, the scope of that precedence extends only to the information and topics contained herein.

1. General

- a. If special parking arrangements are required, please notify UE Management at least three days prior. Accommodations to the request will be evaluated on a case-by-case basis.
- b. Lack of enforcement of the parking policy shall not be an indication to any changes on policy.
- c. No vehicle may occupy more than one space at any one time. All vehicles must park within the painted stripes. No more than one vehicle may be parked in a single space.
- d. 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, by UE Management, at the owner's sole risk and expense.
- e. Maintenance and repairs of vehicles on UE property is prohibited. Exceptions are limited to changing a flat tire, jump starts or other matters routinely defined as "emergency service" or "roadside service".
- f. Wet washing a vehicle on the property is not permitted. However, waterless washing and waxing it permitted provided the refuse of such activity is removed.
- g. Any vehicle parked on UE Property shall be registered with the UE Management office, properly registered and display such registration, inspected as required by the state the vehicle is registered in, and in operating condition.
- h. No vehicle shall occupy or enter the parking garages if it exceeds the posted overhead height restriction.
- i. Tailgating is prohibited.
- j. This parking agreement is for the TERM OF LEASE and shall remain in effect for that term once the lease has started.
- k. UE, its management, owners, affiliates or otherwise bears no responsibility to any loss or damage caused to any vehicle or personal property contained within

a vehicle for reason including but not limited to fire, flood, natural disaster, criminal activity, non-criminal activity by another, acts of God, etc.

- I. UE Management must receive this document filled out in its entirety, and signed in order for permits to be issued.

2. Vehicle Registration

- a. All tenants that are eligible for parking SHALL register their vehicle with the UE Management office upon moving into the building and thereafter whenever the tenant changes vehicles for whatever reason that may be. Any vehicle registered with UE Management shall be for the exclusive use of the tenant.
- b. Upon registration, the UE Management office will issue the tenant the appropriate parking permit.
- c. Registration of the tenant's vehicle shall include but is not limited to:
 - i. Owner's name, address, and telephone number
 - ii. Tenant's name, unit number and telephone number if different from the vehicle's owner
 - iii. Color, Make, Model and registration.
- d. Ownership, management, 1st Choice Towing will not be held liable for parking permits that are not adhered or hung from the vehicle in the appropriate location and then towed.

3. Parking Lottery

- a. At the time of lease signing, tenants have the opportunity to choose parking garage parking or outside parking.
- b. If the tenant chooses outside parking, an opportunity may exist to receive parking garage parking after all other tenants have moved in.
- c. On or around September 1st of every year (date announced in advance), UE Management will send an email to all tenants who do not have parking garage parking. Included in this email will be the number of available parking garage spaces that are available. Tenants who wish to utilize the parking garage shall respond via email per the given day/time. The first tenants to respond on that day and after the time listed, will receive the parking garage permits for the spaces that are available only.
- d. Permits in the lottery are first-come, first-served based upon availability.

4. Parking Garage

- a. The Parking Garage is rented for the term of the tenant's lease.
- b. If the tenant has chosen, and been granted, parking garage parking UE Management will issue a sticker/permit that uses RFID technology to grant access and exit of the parking garages. This permit it to be placed on the bottom passenger side corner of the front windshield- approximately two inches from the bottom and two inches from the side of the windshield.
- c. The SmarterParking Management System is designed to allow all residents with these permits to have access to the parking garages provided that at any one time the number of vehicles inside the garage does not exceed the number of vehicles allowed. In other words, you may have only one space which you and your roommate share. You may leave the parking deck and your roommate may enter. However, if you do not leave the garage it will not allow your roommate into the garage.



- d. Only one vehicle at a time may pass through the gates. Not allowing the gates to close between vehicles may cause confusion within the system and deny entry.
- e. Recreational vehicles are not allowed in the parking garages and will be towed at the owner's sole risk and expense.
- f. All signage within the garages shall be followed or the offending vehicle will be towed at the owner's expense—even if towing is not expressed; as it is implied.

5. Outside Parking

- a. UE has two areas of exclusive UE parking to the east of the building. In order to park in these lots, the tenant must obtain a FREE parking permit from the front desk in the leasing office.
- b. The first permit is FREE. Replacement permits are charged at a rate of \$50 but at least half of the original permit must be produced in order to receive a replacement.
- c. Outside parking permits should be placed on the rear window on the bottom right hand corner.
- d. Outside permits expire every September 1st no matter when the permit was issued. New permits shall be picked up by October 1st. There is no liability on UE for a tenant's failure to retrieve a new pass.

6. Guest Parking

- a. Guest parking is "downtown parking."
- b. Tenants with permits are the only vehicles allowed to parking in the parking garages or on UE property.
- c. Be sure to inform guests that outside parking lots are towing enforced and their expense if towed.

7. Parking Violations and Enforcement

- a. Parking through UE property is enforced by way of towing at the owner's expense.
- b. Parking is largely unassigned. However, it is the driver's responsibility to ensure they are parking in the correct area for which they are permitted.
- c. Any vehicle parked in the fire lane, on sidewalks, or which otherwise blocks ingress or egress to the garages, loading areas are subject to towing at the owner's sole risk and expense.
- d. 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.
- e. Any parking violations will be charged a minimum of \$100.00 in addition to towing.
- f. Vehicles occupying more than one spaces are subject to towing at the owner's expense
- g. Failure to follow posted signage may result in fines or towing.
- h. 1st Choice Towing & Recovery, Inc. is responsible for parking enforcement and will remove *any* vehicle violating any rules contained herein. They may be contacted at 540-478-4869

Name

Date

Building/Unit

SmarterParking Tag Number

Make

Model

Color

License

Permit #