



KEYCARD REQUEST FORM

Ten Almaden

Effective Date _____

New Keycard No.

Replacement/Lost Card

Account No.

TYPE OF ACCESS

Parking and Building

Parking Access Only

CARD HOLDER INFORMATION (please print)

Name: _____
Last First Mid. Initial

Address (Company) : _____

City: _____ State _____ Zip Code _____

Employer _____
Name Suite No. Phone No.

Tenant / Non-Tenant	Payment By: Employer - Individual	Unr Res / Reserved	Parking Rate \$
---------------------	-----------------------------------	--------------------	-----------------

VEHICLE INFORMATION	<u>Make</u>	<u>Year</u>	<u>Color</u>	<u>Plate No.</u>
Vehicle 1	_____	_____	_____	_____
Vehicle 2	_____	_____	_____	_____

Parking Agreement - This contract limits our liability. Please read it.

- Standard Parking (SP) is offering parking spaces for rent only during hours of operation posted at this location. Vehicles left during unattended times are left at customer's own risk.
- Parking space is rented on a calendar month basis, running from the first through the last day of the month.
- The monthly rental is payable one (1) month in advance. It is due and payable on the first day of the month and must be paid not later than five (5) days after due date. Failure to do so will automatically cancel this Agreement, the card will be de-activated and the customer will be charged the prevailing daily parking rate. No deductions or allowances from monthly rate will be made for days customer does not use parking facility.
- In self-park locations, customer agrees to hold SP harmless as SP is renting space only and no bailment is created. SP is not liable for damage to, or theft of, vehicle under any circumstances at any time.
- In both self-park and attendant parking areas, the customer agrees not to leave articles of personal property of any value in the vehicle, and specifically agrees not to hold SP responsible for any damages resulting from the loss of or damage to said articles of personal property left in vehicle in violation of this Agreement.
- All claimed damage or loss must be reported and itemized by customer to location supervisor and be recorded in writing before vehicle is taken from the facility.
- When an entry card (one card per contracted vehicle parked) is supplied by SP, card shall be used to enter and exit automatic-system-equipped facilities. Prevailing daily rate will be charged vehicle operator if card-key is not used as directed. Any attempt at manipulation of monthly parking procedures will result in cancellation of monthly parking privileges and charging of daily rate. All access cards are the property of Landlord. Whenever you are no longer a Tenant of the Building, it is your responsibility to return the card to the Office of the Building or the Parking Garage Office.
- Long term overnight parking (in excess of 1 week) is not allowed unless approved by building management in advance. Building management reserves the right to decide these request on a case by case basis.
- Long term overnight parking (in excess of 1 week) for the purpose of storing a vehicle is prohibited in both reserved and non-reserved spaces, and will result in vehicle removed by towing at vehicle owner's expense.
- Location supervisor or attendants are not authorized to make or allow any exceptions to this Agreement and operating regulations.
- This Agreement may be terminated by SP or Landlord upon 15-day notice to customer, posted at location.
- Customer agrees to abide by the rules and regulations as established from time to time.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS.

By: _____
Customer Signature

Date: _____