



Matchbox Property Management Parking Policy

Unit: _____

The purpose of this document is to establish an agreement and a set of rules and guidelines within which Management 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. Lack of enforcement of the parking policy shall not be an indication to any changes on policy.
- b. 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.
- c. 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 Management, at the owner's sole risk and expense.
- d. Maintenance and repairs of vehicles on property is prohibited. Exceptions are limited to changing a flat tire, jump start assistance or other matters routinely defined as "emergency service" or "roadside service".
- e. Wet washing a vehicle on the property is not permitted. However, waterless washing and waxing is permitted provided the refuse of such activity is removed.
- f. Any vehicle parked on property shall be registered with the Management Office, properly registered and display such registration, inspected as required by the state the vehicle is registered in, and in operating condition.
- g. This parking agreement is for the TERM OF LEASE and shall remain in effect for that term once the lease has started.
- h. Rental property owners, managers, 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. 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 Matchbox Management office upon moving into the building and thereafter whenever the tenant changes vehicles for whatever reason that may be. Any vehicle registered with Matchbox Management shall be for the exclusive use of the tenant.
- b. Upon registration, the Matchbox 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

- a. 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.
- b. Parking permits should be placed on the rear window on the bottom right hand corner.
- c. Permits expire every September 1st no matter when the permit was issued. New permits shall be picked up by August 31. There is no liability on Property Owners or Management for a tenant's failure to retrieve a new pass.
- d. Pay attention to the signage. Do not park in front of the dumpsters. This is a towable space.

4. Parking Violations and Enforcement

- a. Any vehicle parked in the fire lane, on sidewalks, in the lawn, and loading areas are subject to towing at the owner's sole risk and 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 a handicapped parking space without a valid Handicapped Placard or Handicapped License Plate will be towed at the owner's sole risk and expense.
- d. Vehicles occupying more than one spaces are subject to towing at the owner's expense
- e. Any parking violations will be charged a minimum of \$100.00 in addition to towing.
- f. Failure to follow posted signage may result in fines and/or towing.
- g. 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



- Guest parking is street parking and “downtown parking.”
- Tenants with permits are the only vehicles allowed to park on Campbell Court property.
- Be sure to inform guests that outside parking lots are towing enforced and their expense if towed.



- Towing is enforced all day, every day: 24/7, 365 days/year unless posted or notified in writing by Matchbox. The towing vendor has the right to monitor the community at any day or time to ensure only those with a valid permit are on the premises (and tow those who don't have a valid permit or are parked illegally/improperly).
- Matchbox cannot and will not waive or reimburse any fees associated with a towed vehicle if myself or my guest(s) vehicle is towed. The towing vendor is a separate company from Matchbox Realty.
- If myself or my guest(s) vehicle is towed, I understand that I must contact the towing vendor to retrieve the vehicle at my expense. Contact information for the towing vendor can be found visibly and prominently displayed at community entrance(s).
 - *The towing vendor's fees are subject to change at any time. They only accept cash or cards.*
 - *Although the towing vendor's hours are subject to change at any time; their current hours are: Monday-Friday 9am-5pm (by appointment), Saturday-Sunday 11am-1pm (no appointment necessary).*
- If the towing vendor pulls up to your or a guest(s) vehicle, and someone runs out to move it, they have the right under Virginia State Law to charge you a 'Drop Fee'. Currently the vendor's 'Drop Fee' is \$60 (subject to change). They have the right to charge this fee even if they do not hook-up your vehicle.



- The front parking lot, against the building, shall not have cars that are sitting there for more than a week undriven.
- If you feel you will not drive very often, take your car across the street to the secondary lot.
- Guest parking is street parking and “downtown parking.”
- Tenants with permits are the only vehicles allowed to park on City Exchange property.
- Be sure to inform guests that outside parking lots are towing enforced and their expense if towed.

Motorcycle Parking

- Across the street, there is a designated space for motorcycle parking. If you happen to bring a motorcycle with you, instead of a car, this will be the area for you to park. It is a very narrow parking space and perfect for motorcycles



- Guest parking is “downtown parking”. This includes the streets, parking garages, and parking lots that the City so graciously provides free of charge. Please just pay attention to the signage to make sure you are following the times allowed and to be sure you are not parking in a Fire Lane.
- Some residents of the building have paid parking permits. They are the people that have access to the parking lots. We do not have any space in the parking lots for anyone other than tenants. Please be sure your guests are aware of this.



- Guest parking is street parking and “downtown parking.”
- Tenants with permits are the only vehicles allowed to park on Walton property and Matchbox property.
- Be sure to inform guests that outside parking lots are towing enforced and their expense if towed.

PARKING PERMIT INFORMATION

Print Name _____ Signature _____

Unit _____ Auto Make & Model _____

License Plate Number _____ Color of vehicle _____

Print Name _____ Signature _____

Unit _____ Auto Make & Model _____

License Plate Number _____ Color of vehicle _____

Print Name _____ Signature _____

Unit _____ Auto Make & Model _____

License Plate Number _____ Color of vehicle _____

Print Name _____ Signature _____

Unit _____ Auto Make & Model _____

License Plate Number _____ Color of vehicle _____

Acknowledgement Agreement

I agree to release Matchbox Realty from all liability once keys/fobs and/or permits have been removed from the locker by myself or by a person I designate. If keys/fobs and/or permits are lost, damaged, or stolen after they have been removed from the locker, I will be held responsible for all replacement costs.

I acknowledge that the Move-In Inspection report will be emailed to me on the Lease start date. I understand that I have 5 days from the Lease start date to complete and return the Move-In Inspection form. I understand that cosmetic issues listed on the Move-In Inspection report from me must be accompanied by pictures. I understand that I am responsible for entering work orders for any issues listed on the report that require repair. If the Move-In Inspection form is not returned within 5 days from the Lease start date, I acknowledge and accept the home in the condition indicated on the form by the Matchbox agent/representative.

I understand that the Move-In Inspection report is sent to all Tenants but only one report may be returned to management. The report must be completed and returned by the first Tenant to take possession of the unit. No additional Move-In Inspection reports will be accepted after the report is returned to management by the first person to take possession of the unit. The report must be returned within 5 days of the Lease start date.

Landlord/Agent

Date

Tenants:

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date