



**DOUGLAS PARKING LLC**

PARKING, MANAGEMENT & LEASING

Employee Initials (for office purpose only)

CORPORATE OFFICE  
1721 WEBSTER STREET • OAKLAND, CALIFORNIA 94612-3411  
TELEPHONE (510) 444-7412 • FAX (510) 452-3654  
www.douglasparking.com



**WASHINGTON ST. GARAGE- PORT EMPLOYEE  
MONTHLY PARKING APPLICATION**

**CARDHOLDER - PLEASE COMPLETE THIS SECTION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

NAME		CELL PHONE		BUSINESS PHONE
COMPANY NAME			BUILDING NAME	
BILLING NAME (if different from above)			EMAIL ADDRESS	
BILLING ADDRESS				
HOME ADDRESS (if different from above)				
VEHICLE DESCRIPTION				
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER
MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NUMBER

MONTHLY FEE	EFFECTIVE DATE
85.00	

**PLEASE READ THIS CAREFULLY**

This agreement allows you to park one vehicle in Washington Garage at your sole risk. Douglas Parking LLC does not agree to safeguard your vehicle or assume care, custody or control of your vehicle or its contents. Douglas Parking LLC is not responsible for fire, theft, damage or loss to your vehicle or its contents. Only a license to park is granted hereby and no bailment is created. In the event that a lawsuit is filed for any casualty to your vehicle or its contents, you agree to defend and indemnify Douglas Parking LLC and the owner and manager of the parking facility for any loss including reasonable attorney fees. This is your entire agreement and no Douglas Parking LLC employee may modify or waive any of its terms. Douglas Parking LLC reserves the right to cancel this agreement with a 30 day notice.

**MONTHLY PARKING RULES AND REGULATIONS**

- You are required to pay your first month's parking fee before your account is activated. Monthly parking fees are not prorated. Please make your payment payable to the Port of Oakland. We accept cash, check or money order. Returned checks will be subjected to a \$25.00 charge.
- Each month you will receive a billing statement/invoice that is due by the 1st day of the following month. Past due accounts are subject to access card deactivation and account termination on the 9th. There is a \$10.00 reinstatement fee for deactivated access cards. Persons entering the garage without an active access card will be subject to daily parking rates. Accounts who carry a past due balance over 30 days will be assessed a 1.5% finance charge.
- The monthly billing cycle begins on the first and ends on the last day of the calendar month, regardless of your initial start date.
- Monthly parkers are assigned designated parking area groups. Monthly parkers at the rate of \$85.00 per month may park on levels 5-7 only. Parking is provided on a first come-first serve basis. Levels 5-7 monthly access cardholders may park in any available space, except those designated for disabled, reserved or restricted.
- Monthly access cardholders agree to follow the instructions of garage personnel and/or postage signage.
- Please inform Douglas Parking LLC immediately of any problems with your assigned monthly access card (i.e. lost, stolen, or defective cards). There is a \$25.00 access card replacement fee for each individual replacement.
- Use of the monthly access card by persons other than the designated user may result in cancellation of the monthly parking privilege. Monthly access cards are non-transferable.
- Douglas Parking LLC reserves the right to confiscate all non-valid and/or non-renewed monthly access cards.
- Monthly access cardholders agree to report any damage caused by their vehicle to the garage personnel prior to exiting the facility.
- Do not leave your access card or any valuables in your vehicle. Lock all possessions.
- Overnight Parking: Vehicles parked for more than 72 hours may be towed at the vehicle owner's expense. Requests for periods longer than 72 hours must be received and approved in writing.
- Monthly parking is subject to a rate increase following a minimum of 30 days written notice.
- Cancellation Policy: All cancellations are handled directly by the Washington Garage. 30 days' prior notice is required for your desired termination date. Please complete the cancellation form and return the access card to 101 Washington St, 2nd Floor, Oakland, CA 94607. If your access card shows activity following your termination date, you will be subject to additional monthly billing. If you paid an access card deposit fee at sign up, your refund will be issued once your account balance is paid in full and your designated access card is returned.

**I AGREE TO ACCEPT MONTHLY PARKING PRIVILEGES BASED UPON THE ABOVE CONDITIONS.**

APPLICANT SIGNATURE

DATE

Thank you for your business. We look forward to servicing your parking needs.

TYPE OF REQUEST: (PLEASE CHECK ONE)	<input type="checkbox"/> NEW CARD *	MONTHLY RATE (office use only)	EFFECTIVE DATE (office use only)	CARD # ISSUED (office use only)
	<input type="checkbox"/> DELETE CARD	DELETE CARD NUMBER	EFFECTIVE DATE (office use only)	
Paid Deposit <input type="checkbox"/>	<input type="checkbox"/> REPLACE DAMAGED/DEFECTIVE CARD	REPLACE CARD#	REPLACE CARD#	CARD # ISSUED (office use only)
	<input type="checkbox"/> REPLACE LOST/STOLEN CARD *			CARD # ISSUED (office use only)
		REASSIGN CARD #	NEW CARDHOLDER NAME	