



Monthly Parking
701 Market Street
Suite 5400
Philadelphia, PA 19106

January 27, 2021

Dear Applicant,

Thank you for your interest in the Philadelphia Parking Authority Monthly Parking Program. The Monthly Parking Program is month-to-month and individual customers are not locked into a contract. Monthly Patrons can start their parking on any date throughout the month. If patrons start after the 15th of the month, required payment will include a prorated amount for the current month, the entire payment for the next month, and a refundable equipment deposit. Monthly Parking Applications can be submitted at the office located inside our garages, surface lots that have attendants, and online at ppamonthlyparking@philapark.org. If patrons submit their applications at the garage or lot, the first payment will be collected via credit card on premise. All future payments are required to be completed through the Monthly Parking Online Payment Portal. If applications are submitted online a customer profile is created immediately by PPA. Please ensure to write your email address legibly as it will be your user/login name. After set up of your account, you will receive an email from PPAMonthlyParking with a customer code and instructions for use of the portal. You will also receive an email from TD Bank with a temporary password. Please remember to check your spam for this email.

Once payment is received the customer will receive instructions on how to receive a hang tag or monthly parking pass. We're looking forward to servicing you. Please let us know if you have any questions and have a great day!

Sincerely,

The Philadelphia Parking Authority
Revenue Control Department
Monthly Parking
(215) 683-9687/9688
PPAMONTHLYPARKING@PHILAPARK.ORG

| Philadelphia Parking Authority | | | | |
|--------------------------------|---|--|--|--------|
| Monthly Parking Application | | | | |
| Monthly Parking | | Parking Garage: Market Street East/Gallery | | |
| Customer Information | Customer Name | | | |
| | Attention | | | |
| | Address | | | |
| | Apt Number | | | |
| | City/State/Zip | | | |
| | Day Phone | | | |
| | Alternate Phone | | | |
| | Email Address | | | |
| | Email Address cont. | | | |
| | Business Address | | | |
| | City/State/Zip | | | |
| | Work Phone | | | |
| | Vehicle | | State/License Plate: | Color: |
| | | | Make: | Model: |
| | | | | |
| | | | | |
| Invoicing | Would you like an invoice mailed every month: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Would you like an invoice emailed each month: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Additional Information | Monthly Parking Card will be used by: | | | |
| | Is there anything else we should know about your account: | | | |
| Correspondence | All Inquiries, Payments, and other correspondence regarding your monthly parking account should be directed to: | Philadelphia Parking Authority | | |
| | | Attn: Monthly Parking 701 Market Street, Suite 5400 Philadelphia, PA 19106 Phone: (215) 683-9687/9688 Fax: (215) 683-9492 Email: ppamonthlyparking@philapark.org | | |
| Terms and Conditions | Please read and acknowledge the conditions of the monthly parking contract as printed on the reverse side of the form | | | |
| | Customer Number: | | | |
| | Card Number: | | | |
| | Did Customer Sign Up For Ach: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | If Yes (select the attached form and indicate here): | | Check or Credit Card | |
| | Comments: | | | |

TERMS AND CONDITIONS FOR MONTHLY PARKING

1. The monthly parking badge entitles the badge holder to access privileges at the parking facility identified on the application. The card does not entitle the holder to reserved parking in a specific parking space unless they are paying for a reserved space.
2. The monthly badge holders are only allowed to park one car at a time. The badge must be used for every entry and every exit. In the event you do not have your pass, the badge user will have to complete an exception card and present a valid photo id. Any other use, constitutes a violation of the terms of this agreement and may be cause for revocation of the monthly parking privileges.
3. Unless arrangements are made with the Authority, payments for monthly parking are due no later than the 1st of each month. A late charge of \$25.00 will be assessed if payment is not received by the 5th of the month for which payment is due. Parking privileges will be suspended or terminated if payment is not received by the specific date and legal action will be taken to obtain the monies due.
4. Available payment options include Automatic Debit, Credit Card, Checks, or Money Orders. Acceptable forms of payment at the garages are Checks, Money Orders, and Credit Cards. Payments that are mailed must be made by check or money order, made payable to the Philadelphia Parking Authority and must be sent to:

**The Philadelphia Parking Authority
Monthly Parking Department
701 Market Street-
Suite 5400
Philadelphia, PA 19106**

5. There is a \$25.00 charge for replacement of a lost monthly parking badge or hang tag.
6. The monthly badge holder is to park one motor vehicle at the holder's risk. Charges are for the use of parking space only. Only a license granted hereby and no bailment is created. We assume NO liability for loss due to fire, collision, vandalism, theft, or otherwise to the car or its contents. When car is parked by attendant leave ignition key only.
7. The Philadelphia Parking Authority reserves the right to terminate the parking privileges of any patron who is abusive, discourteous, profane, or threatening to any other parking patron or to any employee of the Philadelphia Parking Authority.
8. Any person who engages in any activity to circumvent the receipt of appropriate parking fees due to the Philadelphia Parking Authority will be permanently terminated from the monthly badge program, will be held responsible for any uncollected fees, and may be liable for prosecution under criminal law.

I hereby agree to accept and abide by all the terms and conditions for monthly card as outlined above.

Signature _____

Date _____

Retain a copy of both sides of this form for your records, and return the original to Philadelphia Parking Authority.