



Monthly Parking
701 Market Street
Suite 5400
Philadelphia, PA 19106

October 24, 2022

Dear Future Monthly Patron,

Thank you for your interest in the Philadelphia Parking Authority Monthly Parking Program. The Philadelphia Parking Authority tries to offer the lowest rates in the area. The Monthly Parking Program is month-to-month and patrons are not locked into a contract. Monthly Patrons can start whatever date is most convenient. Monthly Parking Applications can be submitted at the office located inside of the garage. Garage staff will take the initial payment and issue parking equipment. If patrons start after the 15th of the month, the Monthly Patron will have to pay the prorated amount for the current month, the entire payment for the next month, and the refundable equipment deposit. Future payments will be processed through the Monthly Parking Online Payment Portal. Patrons will receive their customer code and online payment link by email 7 to 10 days business days after application has been submitted. Patrons are required to sign up for automatic payment.

We are looking forward to servicing you. Please let us know if you have any questions and have a great day!

Sincerely,

The Philadelphia Parking Authority

Philadelphia Parking Authority				
Monthly Parking Application				
Monthly Parking		Parking Garage: 2 nd and Sansom		
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 Monthly Parking inquirers should be directed to:	Philadelphia Parking Authority Attn:Off-Street Operations Monthly Parking Dept. 701 Market Street, Suite 5400 Philadelphia, PA 19106 Phone: (215) 683-9780/9636/9969 Email:garagehelp@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			
For PPA Use Only	Customer Code:			
	Parking Card Number:			
	Did Patron Sign Up For Autopay:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	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 \$50.00 will be assessed if payment is not received by the 5th of the month for which payment is due. The Parking agreement is based on a month-to-month contract. Depending on start date, payments can be prorated. If a monthly patron decides to leave anytime after the 1st of the month, no prepaid parking payments will be refunded. Parking privileges will be suspended or terminated if payment is not receive by the specific date and legal action will be taken to obtain the monies due.
4. First payment is made by credit card at the office located inside the garage. All other payments are made using the PPA Monthly Parking Online Payment Portal. Patrons are required to sign up for automatic payments via the Online payment portal.
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.