



Monthly Parking  
701 Market Street  
Suite 5400  
Philadelphia, PA 19106

May 9, 2022

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 15<sup>th</sup> 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](mailto: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](mailto:PPAMONTHLYPARKING@PHILAPARK.ORG)



701 Market Street  
Suite 5400  
Philadelphia, PA 19106

October 1, 2020

To Whom It May Concern:

The Philadelphia Parking Authority would like to welcome you to our newest location Auto Park@Benjamin Franklin Bridge. The AutoPark@Benjamin Franklin Bridge will open on October 29, 2019. The monthly parking rate will be \$255.00 per month. There is a \$50.00 refundable deposit for the parking access equipment. The only payment method available is PPA initiated Automatic Debits from a checking account. The Monthly Parking Application packet can be requested by phone at (215) 683-9687 / (215) 683-9688, email [ppamonthlyparking@philapark.org](mailto:ppamonthlyparking@philapark.org), or on our website [www.philapark.org](http://www.philapark.org). First parking preference will be given to neighborhood residents. In order to prove residency status, additional documentation is required for parking approval. The following documents will be accepted for address verification:

1. Driver's License
2. Lease
3. Car Registration
4. Car Insurance
5. Homeowners Insurance

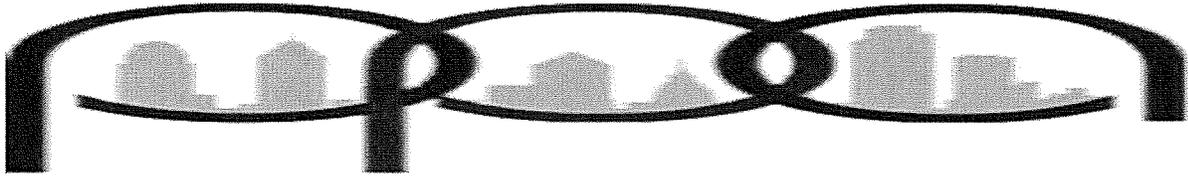
Only class number 1 and class number 2 vehicles will be permitted to park on premises. Please enclose two of the above documents with your Monthly Parking Application Packet. Monthly Parking Packets can be emailed to the below address or mailed to our office. The mailing address is:

Philadelphia Parking Authority  
Attention: Monthly Parking  
701 Market Street, Ste 5400  
Philadelphia, PA 19106

If you have any additional questions or concerns, please feel free to contact Shakira Miller-Grier phone (215) 683-9687 or email [ppamonthlyparking@philapark.org](mailto:ppamonthlyparking@philapark.org). Thanking you in advance for giving the Philadelphia Parking Authority the opportunity to serve your monthly parking needs.

Sincerely,

The Philadelphia Parking Authority



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# Document Checklist

All applicants must send the following items in for their application to be considered complete:

1.  Philadelphia Parking Authority Monthly Parking Application.
2.  Philadelphia Parking Authority Terms and Conditions.
3.  Residential Verification Documents:
  - a.  A Photocopy of both sides of your Driver's License or State Identification Card; and
  - b.  A Photocopy of your Car Registration; and
  - c.  A Photocopy of your Residential Lease; or
  - d.  A Photocopy of your Car Insurance; or
  - e.  A Photocopy of your Renters or Homeowners Insurance.

Philadelphia Parking Authority Monthly Parking Application Benjamin Franklin Bridge			
<b>Customer Information</b>	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:	
<b>Invoicing</b>	Would you like an invoice mailed every month:	Yes	No
	Would you like an invoice emailed each month:	Yes	No
<b>Additional Information</b>	Monthly Parking Card will be used by:		
	Is there anything else we should know about your account:		
<b>Correspondence</b>	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	
<b>Terms and Conditions</b>	Please read and acknowledge the conditions of the monthly parking contract as printed on the reverse side of the form		
<b>For PPA Use Only</b>	Customer Number:		
	Card Number:		
	Did Customer Sign up For ACH	Yes	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 to enter and 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 1<sup>st</sup> of each month. A late charge of \$25.00 will be assessed if payment is not received by the 5<sup>th</sup> of the month for which payment is due. The Parking agreement is based on a month to month contract. If a monthly patron decides to leave any time after the 1<sup>st</sup> of the month, no prepaid parking payments will be refunded. 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 automobile in this area 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.