



# Hangtag – Monthly Surface Lot Application/Agreement

Please check one:

☐ New Account

☐ Replacement Hangtag

Name: (Individual or Company) \_\_\_\_\_  
Last Name First Name MI

Address: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_  
Residence Work Email

Vehicle License (Record all vehicles) \_\_\_\_\_

## Parking Agreement – Rights and Responsibilities

- Hangtag Use:** This hangtag authorizes one (1) passenger vehicle to park in a designated surface lot at any single time. The hangtag is for the lot designated and no definite space will be assigned, unless hangtag holder purchases a reserved parking spot (Lot 293 Only). The hangtag must be displayed at all times from the rearview mirror. Daily market rate will apply if hangtag is not in vehicle. **Any vehicle not displaying hangtag or daily parking receipt in plain view will be subject to a parking citation.** The hangtag is for the sole use of the registered hangtag holder and is non-transferable. Parking spaces are rented on a calendar month basis, running from the first through the last day of the month. No overnight parking allowed unless authorized by the Parking Services Division.
- Payment: Full payment is due on or before the 20th of the preceding month. If we do not receive the payment by the 20<sup>th</sup>, all hangtags will be sold on a first come first serve basis.**  
**Payment Options:**
  - Automatic Credit Card Deduction:** The credit card will be deducted on the 17<sup>th</sup> of each month and the hangtags will be automatically sent to the address indicated on this application.
  - Payments by Mail:** Payments by mail must be made with a check or money order. All payments and self addressed envelopes are due by the 20th of the preceding month to ensure you receive your hangtag on time. Payment must be mailed to Revenue Division, ATTN: KW 915 I Street, Room 1214, Sacramento, CA 95814. Make checks payable to: City of Sacramento. Please list surface lot name on check.
  - Cash Customers:** Cash paying customers must visit our Customer Service Desk at 915 I Street, Room 1214, Sacramento, CA 95814. **The hang tags will be distributed on first come first serve basis.**
- Rates and Fees:** A fee equal to the current monthly market rate of the surface lot will be imposed for replacement of any lost, stolen, or damaged hangtags. Please report a lost or stolen hangtag immediately to 916-808-5110. The monthly fee is subject to change. Notice of changes will be published at the facility. Half month, pro-rated fees are calculated when opening new accounts or replacing hangtags between the 16<sup>th</sup> - 31<sup>st</sup>. All fees are non-refundable.
- Closing or Changes to Account:** Hangtag holders must close or make changes to account by submitting Change Order form found on our website at <http://portal.cityofsacramento.org/Public-Works/Parking-Services/Lots-and-Garages/Monthly-Parking/Monthly-Change-Form> or providing written notification to the Parking Division. Additional fees may apply if account closures are requested incorrectly. Hangtag holder will be charged for any and all use of the hangtag. No refunds will be granted to customers closing accounts after the 1<sup>st</sup> of each month. Companies must close or request changes to accounts by submitting written notification on company letterhead including a list with all affected hangtag numbers. All correspondence needs to be physically delivered to Revenue Division, 915 I Street, Room 1214, Sacramento, CA 95814 or faxed to 916-808-1935.
- Exceptions:** Location supervisors and/or attendants are not authorized to make or allow any exceptions to this agreement and operating regulations.
- Liability:** Liability is limited as posted in the parking facility and as stated herein. The hangtag holder waives and releases any claim for injury, damage, or loss resulting directly or indirectly from any action or failure to act by the City of Sacramento and its employees under this agreement, including but not limited to, any loss of vehicle or contents, or any damage to vehicle by vandalism, theft or accident. Hangtag holders are advised not to leave articles of personal property of any value in vehicle and agree not to hold City of Sacramento responsible for loss of property or damages resulting from loss of property left in vehicle in violation of this agreement.
- Cancellation:** The City of Sacramento reserves the right to cancel the hangtag and terminate this agreement without notice, upon the failure of the hangtag holder to pay any fee or charge, or to perform any act or obligation imposed or required under this agreement. The City may cancel the hangtag and terminate this agreement for any reason by providing the hangtag holder written notice of such cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Customer Service Rep: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Individual Account

☐ Company Account (must have letterhead)

☐ Carpool

Hang Tag # \_\_\_\_\_ Surface Lot Name \_\_\_\_\_ Amount Paid: \_\_\_\_\_