

☐ New Application ☐ Change Of Vehicle Info ☐ Change of Account Status ☐ Transient Permit ☐ Termination

## Parking Application



*Administrative use: mark the following information completely*

Account#

### PAYMENT

- ☐ Transient (Daily)  
☐ Monthly-Payroll Deduction  
☐ Monthly-Billing  
☐ Inter Office Invoicing (IOI)  
☐ Other \_\_\_\_\_

### LOCATION

- ☐ LotC\* / LotD\*  
☐ Lot E  
☐ Lot G  
☐ Other \_\_\_\_\_  
☐ Bellevue Lot  
6am-10pm Mon-Fri

### PLAN

- ☐ Commuter: *any shift during location hours*  
☐ Nights Only (all): *Enter between 2pm & 2am*  
☐ Weekends: *(includes Fridays, or Mondays)*  
☐ Weekend Nights Only *(includes Fri or Mon)*  
☐ Other (transient, # of credits etc.) \_\_\_\_\_

Monthly Amount: \$	Plan # :	Effective Date:
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Monthly customers submitting payment by check or money order must make check payable to:  
**NYULMC (lot letter) PARKING/ GARAGE CORP. 107 West 13<sup>th</sup> St -3<sup>rd</sup> FL, New York NY 10011**  
Indicate the location (lot) and account# on memo section of the check to assure timely posting  
Monthly payments are due in full by the first calendar day of each pertaining month of service.

Payroll Deduction Option: I authorize \$\_\_\_\_\_ to deduct from my salary for parking.  
**First month must be paid in full by check or money order and submitted with application.**

**Note:** The applicant is responsible for monitoring their payroll deductions and for advising our office of any problems or discrepancies. By authorizing payroll deduction for parking, the applicant agrees to the following. (i) If the monthly fee exceeds the amount withheld, the applicant pays the difference owed by the first day of the calendar month. (ii) The authorization set forth herein applies to any changes in the monthly fee, so that if the fee increases, the payroll deduction amount will be increased accordingly; and (iii) the applicant understands that they are responsible for making direct payment until payroll deduction for parking is implemented, or if payroll deduction is interrupted.

### **CONTACT INFORMATION:**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Department: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Position: \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_ Department Phone or Extension: \_\_\_\_\_  
Evening Phone #: \_\_\_\_\_ Cellular Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**VEHICLE INFORMATION:** *Applicant may register up to two (2) vehicles. Owner registration is required.*

YEAR	COLOR	MAKE	MODEL	PLATE #	STATE	VEHICLE TYPE

### **Comments:**

*Please indicate if your vehicle has hand controls, added racks or other modifications, is self locking or any other information.*

VEHICLES THAT DO NOT DISPLAY A MONTHLY STICKER PERMIT UPON ENTERING GARAGE WILL BE TREATED AS TRANSIENT (DAILY) CUSTOMERS. TRANSIENTS ARE CHARGED THE POSTED HOURLY OR DAILY RATES. YOU MUST NOTIFY THE LOT MANAGER AND THE REAL ESTATE DEVELOPMENT & FACILITIES OFFICE AT NYU IN WRITING AT LEAST 30 DAYS PRIOR TO THE END OF THE MONTH IN ORDER TO CANCEL YOUR MONTHLY ACCOUNT; OTHERWISE YOU MAY BE CHARGED FOR AN ADDITIONAL MONTH. CARPOOLING IN A PERMIT HOLDER'S VEHICLE IS ENCOURAGED HOWEVER THE PERMIT CANNOT BE ASSIGNED TO ANOTHER CARPOOLER OR ANOTHER VEHICLE AT ANYTIME. SHARING YOUR MONTHLY ACCOUNT WITH OTHER VEHICLES IS STRICTLY PROHIBITED. A PERMIT HOLDER IS ENTITLED TO PARK IN ONE FACILITY AND ONLY ONE REGISTERED VEHICLE AT A TIME AND CANNOT SIMULTANEOUSLY HOLD PERMITS FOR MORE THAN ONE PARKING FACILITY. REPLACEMENT MONTHLIES MUST COMPLETE REPLACEMENT TICKET OTHERWISE HOURLY RATES WILL APPLY. PARKING OPERATOR ASSUMES NO LIABILITY FOR NICKS, SCRATCHES OR TEARS TO BUMPER: IT IS THE RESPONSIBILITY OF THE CUSTOMER TO INSPECT VEHICLE WITH THE ATTENDANT UPON ENTERING AND EXITING THE FACILITY: NO ALLEGED CLAIM FOR DAMAGE WILL BE REVIEWED UNLESS THIS PROCEDURE IS FOLLOWED. IN NO EVENT WILL WE ASSUME LIABILITY FOR DAMAGE OR INJURY SUSTAINED DUE TO FAULTY BRAKES OR OTHER EQUIPMENT OR MECHANICAL FAILURE. ALL CLAIMS FOR DAMAGE MUST BE PRESENTED BEFORE VEHICLE LEAVES THE FACILITY. KEYS MUST BE LEFT WITH ATTENDANT. OPERATOR IS NOT RESPONSIBLE FOR ARTICLES LEFT IN VEHICLE, INCLUDING, BUT NOT LIMITED TO: SATELLITE AND OTHER RADIOS: ANTENNAS: TAPE, CD, MP3 AND DVD PLAYERS: NAVIGATION EQUIPMENT, MOBILE PHONES OR OTHER PERSONAL PROPERTY. BY ACCEPTING PARKING PRIVILEGES FOR ANY VEHICLE UNDER THIS APPLICATION, APPLICANT ACKNOWLEDGES ITS AGREEMENT TO ALL TERMS PRINTED IN THIS CONTRACT. **LOTS C&D: PLEASE BE ADVISED HAVING A PERMIT DOES NOT GUARANTEE YOU PARKING. SPACE IS AVAILABLE ON A FIRST COME FIRST SERVE BASIS. IF YOU HAVE EXCEEDED YOUR CREDITS YOU MUST PAY THE DAILY RATE AT THE GARAGE ON THE DATE OF SERVICE. YOU MUST TAKE A TICKET UPON ENTERING THE FACILITY AND PRESENT IT UPON CHECKING OUT. LOT C&D PERMIT HOLDERS ARE PERMITTED TO PARK IN LOTS C&D ONLY AND CAN ONLY USE EITHER LOT INTERCHANGABLY. SPACE PERMITTING.**

Real Estate Development & Facilities - One Park Avenue, 10<sup>th</sup> Floor, New York NY 10016 - phone 212.263.5025 fax 212.263.7500 email: parking@nyumc.org

APPLICANT / SIGNATURE

DATE

IPS MANAGER / SIGNATURE

NYU ADMINISTRATOR (Processor)