

South Campus Quarter

Parking Permit Rules and Regulations

Campus Courts, Bern Street, and 308 S. Campus Ave. Apartments

- 1) A parking permit allows one registered car to be parked in a designated lot. A permit is specific to a license plate and must be displayed in the rear window of the registered vehicle **at all times**. Failure to do so may result in the vehicle being towed at the owner's expense.
- 2) Unregistered vehicles, vehicles not operable, and vehicles in unauthorized areas may be towed away at the owner's expense.
- 3) Visitors may not park in the Campus Courts, Bern Street, or 308 S. Campus Ave. lots for any period of time. Visitors are encouraged to use the metered public parking on S. Campus Ave.
- 4) It is the responsibility of the Tenant to notify the South Campus Quarter office via email (office@SouthCampusQuarter.com) of any changes to their vehicle information and to allow **48 hours** for changes to our records. Vehicle will not be considered registered until Tenant receives an email from us confirming the change. Parking in the lot prior to receiving conformation email may result in the vehicle being towed at the owner's expense.
- 5) Parking permits are only valid as long as you are a tenant with South Campus Quarter.
- 6) Parking in the **Maintenance Only No Parking** spaces in Campus Courts lot **is not allowed**. Parking in the **Fire Lane** in the Bern Street lot **is not allowed**. Any vehicle parked in these spaces will be towed at the owner's expense.
- 7) **South Campus Quarter will not reimburse any towing costs to individuals who are towed as a result of violation of the South Campus Quarter parking regulations.**
- 8) There is a **\$25.00** replacement fee for lost, stolen, or misplaced parking permits.
- 9) Parking permits **expire every August** and must be renewed annually. To receive a new permit (free or lottery), the *Annual Parking Registration / Lottery* form must be filled out and turned in by August 1st. Failure to turn in your form by August 1st will result in the spot being forfeited and becoming available in the lottery. It is the tenant's responsibility to pick up their new permit from the office and display it in their vehicle by the start of school. Vehicles with expired permits will be towed at the owner's expense.

I acknowledge that I have read, understand, and will follow the rules listed above.

Signature: _____	Date: _____
Name: _____	
Unit Address: _____	SAMPLE Permit #: Lot:
License Plate #: _____	
Make / Model: _____	
Color / State: _____	