



# Monthly Parking Agreement

## Customer Information

Business Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Direct Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

\*All monthly invoices will be issued to the email address provided above\*

Lot Number: \_\_\_\_\_

Space type \*if applicable: \_\_\_\_\_ Name of tandem buddy: \_\_\_\_\_  
(non-reserved, tandem, reserved)

Start Date: \_\_\_\_\_

\*Parking commenced between the 1st and 15th will be charged the full monthly fee. Parking commenced between the 16th and end of the month will be charged one half of the monthly fee. Long St. Garage customers will be prorated daily based on given start date.

Promo Code: \_\_\_\_\_

## Vehicle Information

### Primary Vehicle:

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

### Alternate Vehicle (if applicable):

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

## PARKING LICENSE AGREEMENT

To obtain a monthly parking permit, you must first read and accept the following terms and conditions. These terms and conditions govern your relationship, which is a binding contract, between you and the parking operator, CITRIN. If you do not agree to the terms and conditions, you will not receive a parking permit. You will be required to give credit card information or ACH debit account information and your credit card or debit account will be charged as set forth in this agreement.

-----

### TERMS AND CONDITIONS OF MONTHLY VEHICLE PARKING LICENSE AGREEMENT ("Agreement")

Customer ("you") agrees to and accepts the following terms and conditions:

1. License. Unless otherwise agreed-to in writing by CITRIN for purposes of reserved parking or valet services, CITRIN hereby grants to you, and you hereby accept from CITRIN a license to use and occupy a single unreserved parking space at the parking facility, subject to the terms and conditions contained herein. This license is for the express purpose of parking passenger vehicles, pick-up trucks, and/or passenger vans. Because this license only grants unreserved parking spaces, CITRIN is not obligated to provide any particular or specific parking space. This Agreement and the license granted hereunder shall not be transferred, assigned or pledged by you, by voluntary transfer, operation of law, or otherwise.
2. Term. The term of this Agreement shall be for one month and shall automatically renew for consecutive monthly terms unless canceled by either you or CITRIN.
3. License Fee. A monthly license fee (inclusive of sales taxes, if applicable) is charged for each vehicle parking at the parking facility during each month. The license fee shall be paid monthly in advance of the first day of each month consistent with paragraph 6, below. CITRIN reserves the right to increase the monthly license fee, at any time, upon at least thirty (30) days advance notice. If payment has not been received by the fifth day of each month, CITRIN reserves the right to charge a late fee based on a per vehicle charge in an amount no less than \$25.00.
4. Access Card. At the execution of this Agreement, CITRIN will issue you an access card within five business days. Your access card may only be used for the entrance and exit of your vehicle only and only at the facility for which it was issued. If violation of this policy occurs, the daily maximum rate will be charged on the first offense; future violations can result in immediate termination of parking privileges. In the event that access cards are being issued to your employees or agents, you shall be required to provide CITRIN with a schedule setting forth the names of your employees or agents for whom access cards will be given and their respective vehicle information.
5. Ingress/Egress. This Agreement provides you with a non-exclusive license to use a non-designated parking space (unless otherwise specifically designated by the issued permit), 24 hours 7 days a week In & Out access, to the parking facility (unless limited per specific location). In the event that access is impeded, in whole or in part, by someone other than CITRIN, CITRIN shall not have any liability to you and CITRIN shall not be deemed to be in default under this Agreement.
6. Payment Terms. Monthly rate for parking is due and payable on or before the first (1st) day of each month, in advance without demand. If the monthly charge is not paid when due, the prevailing daily posted parking rate will be charged. No deductions or allowances from the monthly rate will be made for days you do not use the location. Parking commenced between the 1st and 15th will be charged the full monthly fee. Parking commenced between the 16th and end of the month will be charged one half of the monthly fee.
7. Display of Parking Permit; No Bailment. If a monthly permit is supplied by CITRIN (One permit per vehicle), it must be clearly displayed at all times while in the parking facility. Prevailing daily parking rate will be charged when the permit is not displayed on the vehicle. You understand that you are only purchasing a license to park and that, irrespective of CITRIN taking possession, dominion and control of your car, **NO BAILMENT IS HEREBY CREATED**. By execution of this Agreement, you and CITRIN agree that this relationship is defined as Licensor-Licensee and **NOT Bailor-Bailee** and, as such, no presumption of negligence shall be held as against CITRIN in a court of law. In the event of loss, theft or damage to your vehicle, you will retain the burden of proving negligence as against CITRIN. In the event that you desire to engage CITRIN as Bailor-Bailee, you shall be required to pay an additional fee, acknowledgement of which shall be evidenced in writing.
8. Valet Parking (if applicable). If CITRIN parks your vehicle for you, you agree to inspect their vehicle before leaving the location. Customer's claim of damage or loss must be reported and itemized in writing on official company form before the vehicle is taken from the location following any claim of loss, and if not so made, any such claim is waived by Customer. CITRIN is not responsible for damage by fire, theft, or mechanical defects. **CITRIN NOT RESPONSIBLE FOR ANY ARTICLES LEFT IN VEHICLE NOR WILL COMPANY ACCEPT POSSESSION OR BAILMENT OF SUCH ARTICLES**. CITRIN is not responsible for vehicles after closing time, as posted at location. Customer must set hand brake before leaving vehicle. CITRIN is not responsible for loss or use of consequential damages. No employee can modify the Valet Parking terms of this agreement. CITRIN is not responsible for vehicles not in mechanically sound functional order. You agree to leave vehicle keys only, CITRIN is not responsible for keys other than those directly related to the access and control of the vehicle.

9. Limitation on Liability. You agree to release and hold CITRIN harmless from and against any claim, loss, liability, damages, demands or liens, and for damage to property, loss of life or personal injury that may arise (whether directly or indirectly) from the acts or omissions of CITRIN, its agents and employees, except to the extent that such claims arise from the negligence or willful misconduct of CITRIN. CITRIN' maximum liability for loss or damage to you or property by theft, fire, explosion or otherwise shall be limited to \$10,000.00 unless additional fee is paid when vehicle first parks and receipt is issued for same pursuant to law.

10. Default If you have not paid by the fifth day of each month, CITRIN is authorized at its option, and without further notice to you or your employees or agents, to place your vehicle on a transient/hourly ticket basis; to immobilize the vehicle (at your expense); to open the vehicle to secure it or transfer it; and/or to hold the vehicle and/or tow or transfer such vehicle to another location. Any such costs incurred under this paragraph shall be at your sole cost and expense.

11. Termination. Unless otherwise stated herein, this agreement may be terminated by either party in writing by sending notice to the other party at least thirty (30) calendar days prior to the beginning of the month of cancellation or as dictated in conjunction with lease terms. The prorating terms outlined in paragraph 4 of this Agreement will NOT apply to termination months. All notices sent by you to CITRIN shall be sent either via the Website (defined below) or the customer service e-mail at [monthly@CITRIN.co](mailto:monthly@CITRIN.co) or by written notice via certified mail, return receipt requested (or by a nationally recognized overnight courier service) to CITRIN Columbus, LLC, 56 East Long St. Columbus, OH 43215. To complete your termination, you must return any and all access cards or permits to CITRIN prior to the beginning of the month of cancellation.

12. Payment Options The customer has the following payment options: check, credit card or ACH Debit. Payments should be made to the following address: CITRIN Attn: Monthly Parking Payments 56 East Long St.. Columbus, OH 43215. Cash will not be accepted as a form of monthly payment.

13. No Vehicle Storage No vehicles are allowed to be stored in the parking facility for more than 5 consecutive business days without exiting the facility. Any vehicle stored in the parking facility over 5 days without notification is subject to towing at the vehicle owner's expense.

14. Additional Fees (Minimum Amounts) \$25 for each returned check; \$25 non-refundable access card activation fee, if applicable; \$10 - \$50 for replacement of a lost access card; \$10 - \$50 for the replacement of a lost monthly permit.

15. Parking Facility Rules You further agree to comply at all times with CITRIN's parking rules and regulations as outlined with specific requirements designated for each location. The parking rules and regulations may be amended from time to time with or without notice in writing.

16. Choice of Law; Severability This Agreement shall be interpreted by the laws of the State of Ohio, and any legal action arising from this Agreement shall be brought only in a court of competent jurisdiction within Franklin County, Ohio. Notwithstanding the foregoing, the invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

17. Paragraph Headings Captions or paragraph headings used in this Agreement are inserted for identification only, and shall not govern the construction, nor alter, vary or change any of the terms, conditions or provisions of this Agreement or any paragraph hereof. CUSTOMER AGREES TO AND ACCEPTS ALL THE TERMS AND CONDITIONS HEREOF, AND RELEASES CITRIN FROM ANY AND ALL LIABILITY ARISING FROM CUSTOMER'S USE OF CITRIN' WEBSITE, INCLUDING STORAGE AND RETENTION OF PERSONAL INFORMATION. Customer will notify CITRIN if there are any changes in the completed information above, including, but not limited to, billing address, phone number(s), employer, vehicle type, license plate, etc YOU MUST NOW INDICATE THAT YOU AGREE TO THIS AGREEMENT AND WISH TO OBTAIN A PARKING PERMIT SUBJECT TO THE ABOVE TERMS AND CONDITIONS. BY CLICKING "I AGREE" BELOW, YOU: (i) ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT; (ii) REPRESENT THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT; (iii) AGREE TO BE PERSONALLY OBLIGATED TO PERFORM YOUR OBLIGATIONS AS SET FORTH IN THIS AGREEMENT; (iv) AGREE THAT CITRIN MAY CHARGE YOUR DESIGNATED CREDIT CARD OR DEBIT ACCOUNT FOR THE FEES SET FORTH IN THIS AGREEMENT; AND (v) REPRESENT THAT ALL INFORMATION PROVIDED BY YOU TO CITRIN IS TRUE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.



I agree to the Terms & Conditions set forth above

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_



## Citrin Monthly Parking ACH Authorization Form

### Monthly Parker Information

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Lot Number: \_\_\_\_\_

### Banking Information



ACH



WageWorks

(Banking info requested below not required if paying via WageWorks)

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

*To ensure accuracy, please attach a voided check.*

### Transaction Authorization

I, \_\_\_\_\_ authorize Citrin to initiate monthly recurring ACH transactions from the account listed above on or before the due date for my monthly parking permit. I have verified that the above banking information is accurate and complete. I understand that all cancellations or changes are my responsibility prior to any monthly parking permit payment due date. The information on file can be updated via email by contacting us at [monthly@citrin.co](mailto:monthly@citrin.co).

Customer Signature: \_\_\_\_\_

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



## Citrin Credit Card Authorization Form

### Monthly Parker Information

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Lot Number: \_\_\_\_\_

---

### Credit Card Information



VISA



AMEX



MASTERCARD

Cardholder Name: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_

CVV: \_\_\_\_\_ (3 digit security code on back of card / 4 digits on front for AMEX)

Billing Zip: \_\_\_\_\_

---

### Transaction Details



Recurring Transaction



One-Time Transaction

I, \_\_\_\_\_, authorize Citrin to initiate monthly recurring credit card transactions from the account listed above on or before the due date for my monthly parking permit. I have verified that the above credit card information is accurate and complete. I understand that all cancellations or changes are my responsibility prior to any monthly parking permit payment due date. The information on file can be updated via email by contacting us at [monthly@citrin.co](mailto:monthly@citrin.co).

Customer Signature: \_\_\_\_\_

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