



Landmark Parking Inc.  
33 S. Gay St. Baltimore, MD 21202  
410.837.5600 410.837.7405 (Fax)  
In Washington and Northern Virginia  
202.628.1950 202.822.5022 (Fax)

**Please read all of the Terms & Conditions (Parking Agreement)  
before signing up for a new account**

Thank you for considering Landmark Parking, Inc. for your parking needs. Whereas we value all of our clients and customers, transient and contract alike, we do require of our monthly contract parkers abide by the following policies. All account holders must agree to these terms and conditions before a parking account can be setup. Please take a moment to become familiar with this parking agreement. Any questions can be directed to our account management staff by email at [LPIOperations@landmarkparking.com](mailto:LPIOperations@landmarkparking.com) or by phone at (410) 837.5600 in Baltimore or (202) 628.1950 in the DC/Northern Virginia Area.

Purchasing a monthly parking contract provides access only for the parking facility for which it was purchased. Access is guaranteed as posted at the facility, but there is not a guarantee a reserved space unless that option is available and has been purchased. Please contact our account management staff with any questions or concerns.

**Monthly Contract Parking Payments**

Monthly parking privileges begin on the first day of the month and end on the last day of that same month. All fees charged are for parking privileges only.

Upon completion of a new parker application, account setup and receipt of the first month's payment, new parkers will be authorized to park within the facility without further charge, even if not yet in receipt of the required permit/device.

***IMPORTANT: New parkers that have not submitted payment for their new account(s) will be required to pay the prevailing daily parking rate until such time as the new monthly account has been paid.***

Where applicable, an initial programming/start-up fee will be charged for facilities that utilize electronic/computerized access control systems. This includes a security deposit for an access control card, key FOB or transponder. All security deposits will be returned to the customer or client group upon termination of the parking agreement provided all accounts have been satisfied and all access control devices are in working order and has been returned to Landmark Parking, Inc.

If an access control device is lost or stolen, the customer or client group will be charged a replacement fee before being issued a new device. The fee will be refunded if a lost access control device is found and returned to Landmark Parking, Inc.

All monthly contract parkers have three options available for payment of their monthly parking fees. Payments can be made through the online account management portal by credit card and can be a manual transaction each month or be setup as an automatic recurring charge with a valid credit or debit card. Customers also have the option to mail a check to our office each month.

Monthly payments not setup on an auto-recurring credit card charge are due by the 1st of the month for the forthcoming month. All auto-recurring credit card payments are processed automatically on the 5th of the month. Payments not received by the 7th of the month may result in a suspension or termination of parking privileges. Privileges will be restored upon payment of outstanding account balances in addition to any assessed late fees. Monthly contract parkers with accounts in arrears must pay the prevailing daily rate for the facility in which they park until their account is reconciled in full.

Any check returned for insufficient funds or rejected for other cause, will result in an additional charge of \$35 to the outstanding balance. Monthly parking fees will be prorated for new accounts only where the customer executes their contract (begins parking in the facility) on the fifteenth (15<sup>th</sup>) of the month; new accounts with start dates of the first (1<sup>st</sup>) thru the fourteenth (14<sup>th</sup>) of the month will be charged the full month's rate.

With a ***notice of thirty (30) days***, this agreement may be terminated by either party through signed, written, or electronic (email/facsimile) notification. Notification of termination by the customer or client group must be in the form of an email generated through the customer or group clients email account, the account management website, or via a signed facsimile or letter mailed to Landmark Parking, Inc.'s corporate office. Phone calls, voice mails or notices given to a parking facility attendant are not an acceptable method of terminating an account. If initiated by Landmark Parking, Inc., the corporate office will provide by traditional mail, a written notification documenting the reason(s) for termination and actions to be taken to resolve outstanding balances, etc.

Refunds resulting from customer initiated termination of a monthly parking contract will be prorated ***only*** if the thirty (30) day notice is provided as outlined in the previous paragraph and the termination date falls on or before the 15<sup>th</sup> of the forthcoming month. Ex: A customer submits a termination request on the tenth (10<sup>th</sup>) of the current month stating that they will no longer be parking after the (10<sup>th</sup>) of the next calendar month, their final monthly charge will be

prorated to reflect the ten (10) days of parking. If a termination date falls after the fifteenth (15<sup>th</sup>) of the targeted month, the customer will be responsible for the entire month's parking fee.

## **Monthly Contract Parking Policies**

Where and when applicable, a monthly parking identification tag (Hang Tag or Sticker), must be displayed (Visible & Readable), in the vehicle at all times. If the tag or sticker is not displayed, a notice will be placed upon the windshield of the vehicle and the prevailing daily rate for that parking facility will be charged. Any vehicle parked without proper identification will be subjected to towing at the owners expense.

If a customer is parking a vehicle not currently registered with Landmark Parking, Inc., then it is the responsibility of the customer to transfer the applicable Identification (Hang Tag/Sticker) and to register the change if permanent in their online account management portal; customers without internet access may contact our office. Prevailing daily rates will be charged for vehicles not possessing proper parking permits.

No client group or individual monthly contract customer may reproduce or transfer a monthly parking identification tag, sticker or access device under any circumstances. Any and all violations of this policy will result in immediate termination of all parking privileges and may warrant criminal prosecution.

If Landmark Parking, Inc. has control of the keys to a customer or group client's vehicle when a facility closes (All operations hours are clearly posted), the vehicle will be locked and the keys deposited at the location shown on the information panel at the control booth.

Landmark Parking, Inc. assumes no responsibility for vehicle or property loss due to fire, theft, collision or any other damage not directly caused by the actions or negligence of Landmark Parking, Inc. and its employees.

All damages and/or loss to vehicle(s) or property contained within must be reported to Landmark Parking, Inc. by the parking customer prior to departure from the parking facility. *If not reported prior to departure*, the customer agrees to release Landmark Parking, Inc. from all liability, in all cases.

Onsite Landmark Parking, Inc. employees are not authorized to make changes or amend this agreement in any manner; this includes cashiers, parking attendants, porters or supervisors. All questions, concerns or requests for exceptions must be submitted through our corporate office through the contact channels identified above. Rules and regulations posted at each facility are binding and cannot be altered or waived by anyone other than an authorized representative of the facility owner, management entity or executive management of Landmark Parking, Inc.

## **Acceptance of Monthly Parking Agreement**

In accepting this agreement, the customer and/or client group identified in this document agrees to assume responsibility for all costs incurred in resolving disputes associated with contract payments and collection activities associated with this agreement. These costs include those of Landmark Parking, Inc. and its attorney's as well as the fee's assessed by collection agencies or courts as applied.

This agreement between the customer or group client identified below, and Landmark Parking, Inc., supersedes any and all agreements, arrangements, negotiations or promises made by, or between said Party(s) and Landmark Parking, Inc., its representatives, affiliates, and employees in any form.

Failure to abide the terms of this agreement or the rules and regulations posted at each facility will result in the immediate termination of all parking privileges afforded by this agreement.

This 'Parking Agreement' has been acknowledged and agreed to by electronic signature and is part of the permanent record for the associated contract parkers account. This agreement applies to all parkers registered within the account. This signature in its electronic form confirms acceptance and is legally binding.