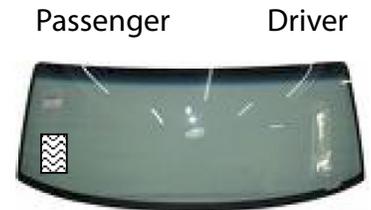


This document is meant to establish a set of rules and guidelines with in which the UE management will seek to obtain the optimum usage of the facility. Our goals are to maximize the availability, convenience and ease of mind for the residence in the use of the limited access parking facility.

1. Interior Parking permits

A parking sticker/permit will be issued by the UE Management if you have chosen to rent interior parking for the term of your lease. This permit is to be placed on the bottom corner of the passenger side of the windshield in a visible location. Orient the tag vertically on the inside of the windshield, about, 2 inches up from the dash and 2 inches in from the side. When the tag is recognized by the system, the garage doors will open. The doors will close after the vehicle has passed through and no other vehicles are present to enter or exit.



The SmarterParking Management System is designed to allow all residents to have access to the parking decks provided that at any one time the number of vehicles does not exceed the number of vehicles allowed. In other words, you may have only one space which you and your roommate share. You may leave the parking deck and your roommate may enter. However, if you do not leave the parking deck it will not allow your roommate into the parking deck.

If you have personally chosen an interior parking permit and it is affixed to your car, it will know that you are the only one allowed in the garage. You do not need to worry about what your roommate is doing.

Please know that you should never follow too closely behind another vehicle on your way in OR out or the system will not read your parking permit. It will then not know you have left or come in... the computer will get confused. In this scenario, you may find that the garage does not open when you want it to.

2. Vehicle registration

- 2.1. All tenants that are eligible for parking MUST register their vehicle with the Management office upon moving into the building and thereafter whenever vehicle ownership change. Vehicle must be the exclusive use of the tenant.
- 2.2. Upon registration, the UE Management office will issue the appropriate parking permits will be needed along with the driver while at the Urban Exchange.
 - 2.2.1. The vehicles owner's name, unit number and telephone number
 - 2.2.2. The make, model, color and license tag number of the vehicle being registered is also mandatory information.
 - 2.2.3. **Fifty Dollars** will be charged for any replacement sticker if tenant cannot produce a substantial portion of their original sticker. If a substantial portion of the original sticker is returned, a \$25.00 replacement fee will be charged.

3. Unassigned parking spaces:

- 3.1. All of the parking spaces are available and unassigned in both parking levels.
- 3.2. Parking in either level of the garage is a privilege offered to tenants and these parking privileges can

be suspended following appropriate procedures for any delinquent payments or other rules violations deemed serious enough by Management.

4. Parking violations and Safety

- 4.1. Any personal property left in a vehicle while parked on the property is at the sole risk of the vehicles owner.
- 4.2. Any vehicle parked in the fire lane, on sidewalks, or which otherwise blocks ingress or egress to the garages, loading areas are subject to towing at the vehicles owner's sole risk and expense.
- 4.3. Any vehicle parked in the handicapped parking spaces without a valid Department of Motor Vehicle handicapped parking placard or license tag is subject to being immediately towed at the owner's sole risk and expense.
- 4.4. Recreational vehicles and trailers are not allowed to park in the garage.
- 4.5. Any parking violations will be charged a minimum of \$100.00.
- 4.6. If your vehicle is taking up more than one parking space, it is subject to towing at your expense.
- 4.7. Follow all signage in parking garage or you may be subject to a fine.
- 4.8. We will have no liability for you not picking up your parking permit within those 30 days.

5. General

- 5.1. If special parking arrangements are required, please notify UE Management at least three days prior to see if there is any way they can assist.
- 5.2. Lack of enforcement of the parking policy should not be taken as an indication of any change in the policy.
- 5.3. No vehicle may occupy more than one space at any one time. All vehicles must park within the painted stripes. No more than one vehicle may be parked in a single space.
- 5.4. Parking spaces may not be used for any other purpose other than parking a passenger vehicle. No items, such as tires, cans, grocery cart, tents may be stored in the space. Non-compliance with this rule, after (1) one day's notice, will be cause for removal, by UE management, at the owner's sole risk and expense.
- 5.5. Maintenance and repairs of vehicles on the UE property is prohibited. Exceptions are limited to changing a flat tire, jump starts in the case of a dead battery, "emergency service".
- 5.6. Washing a vehicle on the property is not permitted. Waxing and dry cleaning a vehicle is permitted provided the refuse is removed.
- 5.7. Any vehicle parked in the garage/property must be properly registered and inspected, in the Commonwealth of Virginia, or other legal jurisdictions, and in operating conditions.
- 5.8. No vehicle is allowed in the garage if it exceeds the posted overhead height restriction.
- 5.9. Tailgating is prohibited
- 5.10. Allowing a visitor into the garage that is not authorized to be in the garage, will automatically suspend your privileges in the garage permanently.
- 5.10.1. Your visitor will be subject to towing or booting and be responsible for all fees.
- 5.11. If you have purchased an interior parking permit, your parking privileges will be suspended and/or revoked if you have an account balance that is past due by more than 30 days. If your parking pass has been revoked, you may permanently lose your privileges on the interior of the garage.
- 5.12. Parking is for the TERM OF LEASE and will not be removed for any situation once the lease has started.

6. Parking Lottery

- 6.1. At the time of the lease signing, tenants have an opportunity to choose interior parking or not.
- 6.2. If parking is chosen, it is for the term of the lease and cannot be removed for any reason.
- 6.3. If parking is not chosen, you still have an opportunity to receive parking after all tenants have moved in by a "Parking Lottery".

6.4. An email will go out to all tenants without interior parking. We will state the number of available interior spaces and then on or around September 1 (date will be announced prior), tenants respond via email that they want those available spaces. The first tenants to respond will receive the interior parking permit.
6.5. To date, we have always had spaces available, but there are no guarantees that there will be every year.

7. Exterior Parking Lots

- 7.1. Urban Exchange has two areas of exclusive parking to the East of the building. In order to park in these lots without being towed, you must receive a FREE parking permit from the front desk in our Leasing Office.
- 7.2. The first permit is FREE.
- 7.3. Any replacement permit is \$50 but at least half of the original permit must be produced in order to receive a replacement.
- 7.4. The Leasing Office must receive this form filled out in its entirety, and signed in order to receive your permit.
- 7.5. Your exterior parking pass should be placed on the rear window, on the lower right hand side”
Add a bullet “Your old permit will expire every September 1 (no matter when it was received) and you will have until October 1 to pick up your new permit to avoid being towed.
- 7.6. “We will have no liability for you not picking up your parking permit within those 30 days.

8. Guest Parking

- 8.1. Guest parking is “downtown parking.”
- 8.2. Residents should get the spaces closest to the building; as they are the ones paying the rent. Residents vehicles with permits are the only vehicles allowed to park in the Urban Exchange parking lots.
- 8.3. Please be sure to tell your loved ones and guests that the exterior parking lots are enforced with towing.

9. Contacting the UE management

- 9.1. The UE management office is open during normal business hours that are posted in the office.

This document is subject to change and any deviation from the above policy does not mean that the policy has changed. Any formal changes will be available on LiveUE.com. I have read the above information and agree to adhere to all rules and regulations of the Urban Exchange Parking Policy.

Name

Date

Building/Unit

Parking Permit Number

Make

Model

Color

License