



NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_  
 WORK PHONE \_\_\_\_\_  
 APPLICATION FOR 431 E. KELLOGG BLVD (D2 LOT)  
 REQUESTED CONTRACT START DATE \_\_\_\_\_

Return to:  
 Keefe Co. Parking  
 145 East 7<sup>th</sup> St  
 St. Paul, MN, 55101  
 Phone: 651-291-1981  
 Fax: 651-665-0219

E-MAIL ADDRESS \_\_\_\_\_

**CONTRACT PARKING LEASE AGREEMENT**

Keefe Co. Parking (Lessor) requires a \$20.00 deposit (cash/credit/check) from all new contract parkers (Lessee). The \$20.00 refundable deposit, first month's rental payment, and a signed Credit Authorization Form are due and payable upon submission of this agreement. Cash payments for the deposit and/or first month's payment are accepted on-site only. Credit card payments accepted on-site or by phone upon submission of completed contract to our office by US mail, e-mail (**booth@keefecoparking.com**), or in person. Please fill-out the Cardholder and Vehicle Information sections below, read the Conditions for Contract Parking on the back of this page, and sign and date this contract where indicated. New monthly contracts are accepted through the Fifth (5<sup>th</sup>) calendar day of each month.

**CONDITIONS**

1. All monthly renewal payments are made through pre-authorized revolving charges to Lessee's Visa, Mastercard, Discover, or American Express. Please request a Credit Authorization Form at the parking office, or download it from the website ([keefecoparking.com](http://keefecoparking.com)). All rejected transactions carry a \$25 administrative fee, so please update us as your credit card information changes. Any accounts that remain unpaid after the third business day of any month are subject to suspension/termination of parking privileges. Lessee will be responsible for the payment of all parking fees charged on a daily basis during any such suspension/termination and no credit or refund will be issued for any such payments made thereof.
2. Contract parking is cancellable by either party upon a Thirty (30) day written notice. No verbal notices will be accepted. Notice of intent to cancel parking privileges can be directed to the address above or sent by email to **accounting@keefecoparking.com**. All cancellation notices are processed at the end of the month for termination of parking privileges. Any cancellation notice received after the first calendar day of the month will be processed at the end of the following calendar month. Once notice of termination has been received at parking office and parking privileges have expired, Lessee's access tag/card can either be mailed to the address above or personally delivered to the on-site attendant (if applicable), so that the deposit refund can be sent via U.S. mail. Lessee's deposit cannot be credited toward the last month's parking fees, nor is it transferable. In all

instances, a numbered access tag/card will be individually assigned to Lessee, and only that tag/card will be accepted upon termination for a full refund. Failure to provide a full 30 day written notice will result in Lessee's account being charged the next calendar month. No pro-rating of parking fees will be offered in response to any failure to fully enjoy parking privileges during any portion of any month. This Agreement is contiguous until terminated.

3. There is a Two (2) month minimum term to this contract parking lease agreement. After that time, the term is on a month to month basis.
4. Lessor may change the contract parking rate and add/subtract conditions to this agreement on Thirty (30) days written notice to Lessee, by US mail or e-mail to the address given above. Lessee hereby authorizes Lessor to send all communications related to this agreement, including rate increase notices, amendments to the agreement, invoices, statements, and other related information via e-mail to the address stated above and agrees to notify Lessor of any address or contact information changes on a timely basis. Any such changes can be sent to **booth@keefecoparking.com**.
5. There is a \$10.00 charge to replace any lost or damaged permit.
6. Permit must be displayed on rear-view mirror, or in the lower left of the driver side windshield at all times with the contract number visible. Please display the permit in a manner that will not create a safety hazard when driving. Lessee agrees to limit its use under this agreement to one (1) marked parking stall per day, and to not store a vehicle in excess of 24 hours without prior written consent from Lessor. Lessor reserves the right to terminate this Agreement in the event it is used for long-term vehicle storage.
7. Lessor reserves the right to temporarily refuse parking at this location as necessary. Temporary parking will be either reassigned to another facility, or any pre-paid parking fees not enjoyed during any such refusal will be refunded or credited on a pro-rata basis.
8. Lessor assumes no liability for the loss of, or damage to Lessee's vehicle and/or its contents contained within for any reason including, but not limited to, storm, fire, theft, terrorism, civil disturbance, collision, or any act of God. Lessor shall not be liable for any damage or injury to Lessee.
9. Lessee agrees not to assign this agreement, or any interest of right therein. Any such purported assignment shall be null and void.
10. Event Parking is Not included in this contract. If event rates are posted, Lessee must either remove vehicle from lot or pay the posted special event rate.

I have read this agreement, fully understand the stated conditions, and hereby accept them as witnessed by my signature below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Agent \_\_\_\_\_ Monthly fee \_\_\_\_\_ (sales tax included)

I.D.# \_\_\_\_\_ Deposit \_\_\_\_\_ Location \_\_\_\_\_