

**OVERNIGHT VEHICLE PARKING  
REQUEST FORM**



Overnight vehicle parking authorization will be granted via this request form only under the following conditions. If all conditions are not met, vehicle will be subject to towing at owner's expense:

- This form must be fully completed and delivered to the parking office by 4:00 PM on or before the day for which the vehicle will be left in the garage.
- Authorization applies only to registered monthly parking tenants.
- Vehicle information must be registered with the parking office.
- If parking system reveals usage of parking card during the dates requested by this form for this vehicle, parking privileges will be subject to cancellation.
- Car will be allowed up to a maximum of 4 nights Monday through Friday only!
- \$50.00 per day thereafter, placed on "black" list, and banned from parking overnight again.
- It is REQUIRED that you leave a spare key with someone in your office in the event of an emergency arises, which may require that your vehicle be moved or removed from the building.

I, \_\_\_\_\_ will be leaving my car which is parked on \_\_\_\_\_ Level of the Parking structure.

**Vehicle Information**

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

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

License Plate No. \_\_\_\_\_

**Vehicle will only be allowed up to a maximum of 4 nights Monday through Friday.**

**NO WEEKEND PARKING  
NO EXCEPTIONS**

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

Signature of Vehicle Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature of AMPCO System  
Parking Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**SPARE KEY INFORMATION**

Individual's Name Whom has a spare key: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Ampco System Parking and Douglas Emmett Management cannot be responsible or liable for any damage or theft of vehicles or their contents. All vehicles are parked at the owners risk. Please lock your vehicle, secure your possessions and remove valuables from plain view. Any vehicle that interferes with garage or building maintenance will be subject to being moved at the building owners discretion. Diligent effort will be made to protect all vehicles from any damage. Liability for any such damage rests solely with the vehicle's owner. By signing above, you agree to all such terms.