

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

E-mail Address (Required for billing): \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

*(Proof of driver's license required when submitting application)*

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**MONTHLY PARKING RATE:**  **Unreserved Space:**  **Reserved Space:**   
*(Includes DC Parking Tax)*  Tenant: \$319  Tenant: \$638  
 Non-tenant – Outside of the Building: \$349  Non-tenant – Outside of the Building: \$698

**Please make all checks payable to: RRB/ITC Parking**

Upon acceptance of this application, you will be issued a permanent hangtag, which must be displayed in the vehicle at all times while parked in the garage. If you change your registered vehicle, please provide updated information to parking customer service. Your RRB/ITC Agency building ID will be used to raise the parking gates at the cashier booths on the B-1 level of the garage. If you do not have a building ID, a parking garage access card will be issued to you.

Parking fees are payable in advance by the 1st day of each month and are subject to change. If you park mid-month, the first month's fee is prorated. No credit can be given for vacations, government restrictions or other periods when your vehicle is not in the garage. If your account is delinquent, your vehicle access may be locked or your vehicle may be removed for towing (at your expense and risk) until payment in full is received. The returned check fee is \$35.00. Interest at the maximum legal rate, along with costs and attorneys' fees, may be applied to overdue accounts. Your submission of this application constitutes your agreement to indemnify the RRB/ITC Parking and TCMA with respect to any and all damage to property or injury to persons that you cause by violating applicable garage rules and regulations. If payment is not received by the 5th of the month, your access will be locked out/in. You will be required to pay the full daily rate until your monthly payment is received. Any payments made will not be reimbursed. If the parking fee is not received by the 15th of the month the parking account may be cancelled.

By completing and signing this application, you are consenting to RRB Parking using the information to manage your account, contact you, and if necessary disclose your personal information to a collection agency.

You may cancel your monthly parking privileges as of the end of any month upon at least 30 days prior written notice. Cancellations will not be prorated. We reserve the right to cancel at any time, though we will endeavor to give you at least 30 days prior written notice except in the cases of (i) circumstances beyond our control, or (ii) your violation of applicable garage rules and regulations (if we terminate prior to the end of the month, the prepaid monthly fee will be prorated and the unused portion will be refunded).

When you self-park, understand that payment of the applicable parking fee grants a license to park only, and that no bailment of any kind is intended or created.

We take reasonable precautions to protect your car while it is in the garage. If you believe damage occurred to your car while in the garage, you must show the damage to one of the attendants and fill out a "Damage Report" before leaving the garage. The customer releases RRB/ITC Parking and TCMA from liability or responsibility in connection with any damage or loss not reported. Should we approve repairs to your car, we reserve the right to require that estimates be obtained before repair work is begun, and we will pay the amount of the lowest estimate.

We cannot be responsible for: (i) loss of items or valuables left in your car (please do not leave the trunk key in your car; please also understand that our employees are not authorized to accept responsibility for, or to store, any items for you; (ii) non-standard equipment (e.g., special wheels, wire wheel covers, cellular car (or other portable) phones, CB radios, antennas and/or stereos); (iii) mechanical damage or failure resulting from garage services provided at no cost to you (e.g.) battery charging, tire inflation); or (iv) any liability for damage to vehicles parked or retrieved by anyone other than one of our employees. Also, because nicks and dings can happen anywhere and remain unnoticed for lengthy periods, we cannot be responsible for such.

By signing this application, you agree to comply with the terms and conditions of this agreement and confirm receipt of the parking information packet. All information provided on this application is subject to verification. Providing false or misleading information will result in your application being denied or revoked. All vehicles and personnel entering the building are required to comply with the requirements of Title 41, Code of Federal Regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After completing, please click on the "Submit Form\*" button below, or email the completed form to [rrbparking@rrbitc.com](mailto:rrbparking@rrbitc.com).**

\*To use the "Submit Form" button, first download the form and open it in Adobe Acrobat Reader. Complete the form and submit it directly within Acrobat Reader.

FOR OFFICE  
USE ONLY:

Effective Date: \_\_\_\_\_ Rate: \_\_\_\_\_ Employer Verification: \_\_\_\_\_ Driver's License Verification: \_\_\_\_\_

Account No: \_\_\_\_\_ Hangtag No: \_\_\_\_\_ Telephone # Verification: \_\_\_\_\_ Payment  YES  NO  
by EFT:

**SUBMIT FORM**  
(USE ADOBE ACROBAT)