

PARKING ADDENDUM

Parking in Portland/South Portland is limited and in order to provide the best possible parking situation for all tenants to which we provide parking, Port Property Management (also referred to as "Landlord") will strictly enforce the following:

1. **All vehicles must have a valid Port Property Management parking permit displayed in the vehicle at all times. The permit must be hung from the rear view mirror or taped to the front windshield so that it is easily visible from outside of the vehicle looking through the front windshield.** Tenants can park any vehicle that they so choose in their assigned spot(s) as long as the parking permit is properly displayed in said vehicle. **Any vehicle without a parking permit or without an easily visible permit will be towed at the vehicle owner's expense.**
2. **All vehicles must be parked in their assigned parking spot.** If the parking permit number doesn't match the parking spot that the vehicle's parked in, the vehicle will be towed at the vehicle owner's expense. If someone else is parked in your assigned parking spot, please get all the information you can (i.e. the vehicle's make, model, color, license plate number and parking permit number, if applicable) then call the office and we will resolve the problem.
3. **All vehicles must have valid registration and be operational at all times.** If for some reason your vehicle is not operational, you will have only one week to make the necessary repairs, however vehicles must not be worked on in the parking lot. All unregistered and/or inoperable vehicles will be towed at the owner's expense, with a 24-hour advance written notice.
4. **In order for Port Property Management (Landlord) to provide the best possible winter parking situation for tenants who have assigned parking, all tenants must adhere to the following:**
 - a. Every vehicle must be moved out of the parking lot from 8:00 a.m. until 2:00 p.m. after each storm - regardless of how much snow falls.
 - b. To determine whether a Port Property Management parking ban is in effect, you can visit our website, www.portpropmgt.com or call our emergency maintenance line at 207-761-0832 Ext. 2. **Both these resources will be updated by 7:00 AM the day after the storm.** You can also sign up for our text messaging alert system (call 761-0832 ext.1118 or email Katrina@portpropmgt.com for more details)
 - c. If your vehicle is left in the parking lot during the above referenced hours it will be towed at your own expense; **No Exceptions.**
 - d. If for some reason you're unable to move your vehicle from the parking lot during the above referenced hours, you must call (761-0832, ext. 1102) or Rentals (775-5673) at least twenty four (24) hours in advance so that we can discuss possible alternatives.
 - e. If you are unable to move your vehicle after a storm, you must speak directly to a Port Property Management employee personally. **Messages left on voicemail are not acceptable.** If you have not spoken to an employee of Port Property Management directly, your vehicle could still be towed. The answering service we use for emergency issues cannot help you with this situation.
5. **If your vehicle is towed more than twice in any one (1) year period, or you interfere with the tow truck driver's responsibilities, your parking privileges may be terminated with a five (5) day advance written notice from Port Property Management.**
6. If your vehicle is towed, you must call Tardiff's Towing (772-2247) to make the arrangements for picking it up. **All towing charges are at the vehicle owner's expense.** Port Property Management will not reimburse any tenant for towing charges.
7. If you have any parking related questions, concerns, or comments, please don't hesitate to contact the office.