



MONTHLY PARKING – GENERAL RULES AND REGULATIONS

PARKING RIGHTS

The lease of a parking permit grants the Monthly Parker a license to park at the parking facilities at 1861 International Drive, conditional upon the timely payment of parking fees and any additional charges that may be due, and compliance with these Rules and Regulations as amended from time to time. The Monthly Parker may cancel parking privileges given at least thirty (30) days written or electronic notice to Operator, 12 Oaks Parking Services. Operator reserves the right to cancel parking privileges at any time. Operator will attempt to provide at least thirty (30) days written or electronic notice of cancellation except in the case of (i) circumstances beyond Operator's control, or (ii) the Monthly Parker's failure to pay amounts when due or other violation of these Rules and Regulations. (iii) Monthly Parkers park at their own risk. Any damages must be reported PRIOR to departing the garage when the damage occurs. The speed limit is 6 mph in the garage and is strictly enforced. Failure to follow any rules may result in the cancellation of parking privileges at the Owner/Manager's discretion. Reasons for cancellation include but are not limited to: speeding, causing damage, using the garage in an unauthorized manner, using building electrical receptacles, or performing 'pass-backs'.

MONTHLY PARKING AGREEMENT

The monthly parker must complete and deliver to Operator a "Monthly Parking Agreement" to obtain parking privileges. If the information supplied should change, written or electronic notice will be sent to the account holder. Exceptions are made for tenant companies who manage their employees' parking accounts.

ACCESS DEVICES

A device allowing access to and from the Garage ("access device") will either be issued or programmed for use upon a new applicant's submission of a completed Monthly Parking Agreement. If the applicant's employer pays for their parking account, then the access device will be issued or programmed after a request is made by the employer to 12 Oaks Parking, and the access device may be used only in accordance with these Rules and Regulations. Access devices at the Garage include both transponders and access cards. Transponders are available with a non-refundable fee of fifty dollars (\$50.00).

PAYMENTS

Payments must be remitted to 12 Oaks Parking, LLC by the first (1st) of each month. If payment is not received by the fifth (5th) of each month, the Access Device may be deactivated and a reactivation fee of twenty dollars (\$20.00) and a two percent (2%) late fee must be paid prior to reinstating parking privileges.

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PARKING SERVICES

MONTHLY PARKING FEES

Monthly Parking Fees are established by Operator and are subject to change (Operator will give Monthly Parkers as much advanced notice as possible of any changes). Monthly Parkers beginning on or after the sixteenth (16th) of the month are eligible to pay a prorated Parking Fee of only half ($\frac{1}{2}$) of the monthly parking rate. Otherwise, no prorations to the Monthly Parking Fee will be made. The Monthly Parking Fee must be paid by check or credit card prior to the first (1st) day of the month to which it applies. Operator reserves the right to assess a charge, which shall be due from Monthly Parker within ten (10) business days from the date of assessment, for any check that is not honored when presented for payment.

LOST, STOLEN, OR DAMAGED ACCESS DEVICE

Lost, stolen, or damaged access devices will be replaced promptly upon payment of access device replacement fees. The replacement fee for an access card is ten dollars (\$10.00). The replacement fee for a transponder is fifty dollars (\$50.00). In no event will Operator or Parking Facilities be responsible for value lost or costs incurred, or for the inability of Monthly Parker to use the Parking Facilities due to a lost, stolen, or damaged access device, nor shall Monthly Parking Fees be prorated, refunded, or otherwise reduced by reason thereof.

USE OF THE PARKING FACILITIES

Operator may establish and distribute operating rules relating to proper use of the Parking Facilities. Monthly Parker must comply with such operating rules, these Rules and Regulations, and other applicable laws and regulations, and shall always follow safe driving practices while in the Parking Facilities.

NO COMMERCIAL USE

Access Devices may be used only to park a passenger car, van, or light truck having a maximum height no greater than the maximum height posted and of such length and width that it fits within a conventional parking space. The Parking Facilities may not be used for parking commercial vehicles or as a staging area for commercial transportation, deliveries, or other services, except with Operator's or Manager's prior written consent.

NO LONG-TERM STORAGE OR ABANDONMENT

The Parking Facilities may not be used for storage of vehicles or other equipment. Any vehicle or equipment remaining in the Parking Facilities for more than ten (10) calendar days shall be deemed abandoned and may be removed from the Parking Facilities (Operator will attempt, but is not required, to send notification to the Monthly Parker at the current billing address before removal), in which event neither Operator nor the Parking Facilities Owner shall have any liability to any person for loss or damage on account of such removal. All costs incurred in removing the vehicle will be responsibility of the vehicle owner.



DEFAULT

If the Monthly Parker (i) fails to pay any monthly parking fee when due, (ii) fails to pay any additional charge imposed under these Rules and Regulations within ten (10) days after being billed therefore, or (iii) violates these Rules and Regulations in any other respect and fails to cure such violation within any cure period reasonably designated by Operator (it being understood that no cure period will be allowed in the case of repeated violations), Operator may immediately suspend all parking privileges and deactivate any access devices.

NO LIABILITY OF OPERATOR OR FACILITIES OWNER

Payment of the applicable Monthly Parking Fee grants the Monthly Parker a license to park only, and no bailment is intended or shall be deemed created. To the fullest extent permitted by law, neither Operator nor the Parking Facilities Owner, nor their respective officers, directors, beneficiaries, agents, employees, successors and assigns, shall be responsible or liable to any extent for (i) damage or theft of any vehicle or its contents due to fire, collision, vandalism, or any other cause, (ii) injuries or liabilities suffered by any person while using the Parking Facilities; or (iii) any losses or other damages incurred by any party by reason of that party's inability to use the Parking Facilities.

ANTI-PASSBACK

Monthly Parkers must use their access device to enter and exit the Garage. The access device must be used in an "in-out" sequence. If the proper sequence is not followed, the access device will not function, and the regular daily rates may apply.

NON-TRANSFERABLE

Parking privileges may not be transferred, assigned, or resold.

TOWING

If a parker parks in a reserved parking space that they are not assigned to, in an ADA space without the proper decal, an EV charging station when not charging their vehicle, storing their vehicle for more than ten (10) days or the vehicle has expired tags, the vehicle will be towed at the owner's expense and the parker may lose their parking privileges. Additionally, if you are traveling and want to leave your vehicle in the garage you must notify 12 Oaks Parking via email at tysons1@12oaksparking.com.



12 OAKS PARKING-AUTHORIZED CONTACT INFORMATION

12 Oaks Parking, our parking management company, contracts its monthly parking billing through software, PARIS, developed by IntegraPark. All **invoices** related to your parking account will come from an email address provided by IntegraPark - services@billing.integrapark.com.

Please note that the previous email addresses (tysons1@reefparking.com and donotreply@citizensbilling.com) are now inactive.

All future questions or concerns should be directed to the 12 Oaks Parking Management team at tysons1@12oaksparking.com

Please remit all payments to 12 Oaks Parking, LLC by the 1st of each month.

Remit to address for checks:

Tysons Parking Office

7900 Tysons One Place

McLean, VA 22012



FAQ'S -1861 INTERNATIONAL DRIVE MONTHLY PARKING

WHEN WILL 12 OAKS PARKING SERVICES BEGIN OPERATING AT 1861 INTERNATIONAL DRIVE?

12 Oaks Parking began operating at 1861 International Drive effective 11/1/2022. Existing Account Holders will be emailed instructions for how to transfer their accounts. Instructions for how to set up new accounts will be on the building website.

WILL THE HOURLY AND MONTHLY RATES REMAIN THE SAME?

Rates will remain the same at this time.

TO WHOM WILL I REMIT MY MONTHLY PARKING PAYMENTS?

Please remit payment to **12 Oaks Parking LLC** by or on the 1st of each month, to the following address:

**Tysons Parking Office
7900 Tysons One Place
McLean, VA 22102**

DO YOU PROVIDE AN ONLINE ACCOUNT MANAGEMENT TOOL?

Yes! One of the exciting technologies 12 Oaks Parking offers is [IntegraPark's PARIS](#), which is an online data management system for parking. The Customer Web Portal, or Web PARIS, allows new customers to find a monthly parking location, sign up, and pay.

Existing customers can:

- make one-time payments,
- edit their contact information,
- view their Account History (except for Account History Notes entered by a Paris user),
- print invoices and receipts,
- add, edit, and terminate Parkers from their Account, and
- store credit card or banking information for recurring payments.

Please note: Google Chrome is the preferred internet browser for accessing Web PARIS. Internet Explorer users will experience issues with the website. To utilize Web PARIS – please see provided walkthroughs for new and existing customers.



DOES THIS TRANSITION TO 12 Oaks Parking AFFECT THE BILLING CYCLE?

No, you will receive your monthly invoice no later than the 20th of each month like normal. Payment is due on the 1st of each month. i.e., July invoices are delivered by June 20th, and payment for July is due on July 1st. Your management team is always available to assist you with your account. The management team can be reached at tysons1@12oaksparking.com. Your first payment made payable to 12 Oaks Parking will be due on November 1, 2022.

HOW CAN I RETRIEVE A W-9 FROM 12 OAKS PARKING?

A W-9 can be requested from the 12 Oaks Parking Team at tysons1@12oaksparking.com

WILL THE VALIDATION PROCESS REMAIN THE SAME?

Yes, the validation process will remain the same at this time.

WHEN BILLING IS SENT, WHAT EMAIL ADDRESS WILL THE INVOICE COME FROM?

Invoices will come from services@billing.integrapark.com each month.

WHERE IS MY ACCOUNT NUMBER?

Your account number will be on the top right corner your invoice.

WILL I GET A DIFFERENT ACCOUNT NUMBER?

Your account number will remain the same.

HOW SHOULD I ORDER CHASER TICKETS FOR SPECIAL EVENTS?

Order Chaser Tickets by submitting your request via email to 12 Oaks Parking tysons1@12oaksparking.com and specify the number of tickets, the duration of the validation, and the date of the event (if applicable). Please request chaser tickets two business days before the event.

WHAT EMAIL ADDRESS CAN I USE TO COMMUNICATE WITH THE PARKING OFFICE?

tysons1@12oaksparking.com

IS THERE AN ACTIVATION FEE?

There will not be an activation fee for any 1861 International Drive parkers.

WHEN WILL I RECEIVE MY RECEIPT FOR PAYMENT?

The receipts will come via email no later than the 15th of each month.



WILL AN INDIVIDUAL WHO LEAVES EMPLOYMENT DURING THE MONTH, BE CHARGED FOR SUBSEQUENT MONTHS?

No. However please be sure to notify the parking office so that they know not to send any bills for the subsequent months.

HOW DO EMPLOYEES STOP PARKING FEES WHEN OFFSITE FOR A MONTH OR MORE?

Send an email to tysons1@12oaksparking.com thirty (30) days prior to planned leave.

I AM USING INTERNET EXPLORER AND CANNOT SET UP MY ONLINE ACCOUNT?

Google or Firefox are preferred. Other browsers should not be used to access your online account.