

MONTHLY PARKING AGREEMENT FORM

(To be filled out by Mall Admin)

☐ New Application ☐ Renewal Date of Application: _____
Control No: _____

Applicant Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: _____ Place of Birth: _____ Gender: _____
Company Name: _____ Contact Number: _____
Designation/ Department: _____ Email Address: _____
Office Address: _____
(Lot/Block No.) (Brgy.) (City) (Zip Code)

Driver's License #: _____ Date of Issue: _____ Exp. Date: _____
Emergency Contact Person: _____ Contact Number: _____

PAYMENT AND CONTRACT SCHEME: (Please be reminded to settle the full amount before the release of the prepaid carpass.)

- ☐
- One (1) month for Php 2,500.00 (Mondays to Fridays only)
- ☐
- Two (2) months for Php 5,000.00 (Mondays to Fridays only)
- ☐
- Three (3) months for Php 7,500.00 (Mondays to Fridays only)

VEHICLE INFORMATION:
For Renewal, kindly indicate if SAME details. Otherwise, please indicate NEW details.

Particulars	Example	Vehicle # 1	Vehicle # 2
Type of vehicle:	Sedan		
Maker:	Mazda		
Model:	CX-9		
Year:	2018		
Color:	White		
License plate:	ABC 123		
City registered in:	Mandaluyong City		

Please submit the following documentation prior to the issuance of the carpass. (For NEW Application/ Change in details)
a. Photocopy of BDO ID, TIN ID or BIR 2316, and unexpired Driver's License.
b. For carpass renewal, submission of request letter for renewal should be five (5) working days prior to the expiry of the existing application.

PARKING TERMS AND CONDITIONS:

1.
- Prepaid parking is Php 2,500.00 per month, which is payable prior to the release of the prepaid carpass through Treasury Department, The Podium Administration Office.
2.
- Parking slots will be on a “First Come, First Serve” basis.
3.
- Prepaid carpass shall allow unlimited entry and exit of The Podium Carpark valid from **Mondays to Fridays during carpark operational hours only**. Regular parking charge shall be applicable on Saturdays, Sundays, and Holidays.
4.
- The carpass is **STRICTLY NON-TRANSFERRABLE**.
5.
- Present the parking card to cashier/ guard on duty upon entry and exit. In case of non-presentation of parking card, cashier/ guard will issue the regular parking card/ ticket and you will pay the regular parking fee.
6.
- Only registered vehicles above will be allowed to be used in tandem with the prepaid carpass.
7.
- Please note that maximum vertical clearance height of the vehicle shall be at 2.1 meters.
8.
- The card is subject to the rules of Carpark Management and the Applicant/Customer agrees to abide by the rules of Carpark Management. The Applicant/Customer is liable for and agrees to hold the lessor/mall owner/car park management and any of their employees, suppliers and agents free and harmless from any damage that the Applicant/Customer may cause to any portion of the carpark building or its accessories or to any other property inside the carpark building as well as injury or death they may cause to any person.
9.
- Lessor/mall owner/car park management and any of their employees, suppliers and agents are not responsible for any damage to or loss of the vehicle or its accessories or articles left therein. The Applicant/Customer agrees to hold the lessor/mall owner/car park management and any of their employees, suppliers and agents free and harmless from any damage to or loss of the vehicle or its accessories or articles left therein.
10.
- Lost or damaged parking ticket shall be charged Php 200.00 to be refunded upon presenting the lost parking ticket within 30 calendar days from the date reflected on the lost parking ticket. Customer will be required to present the vehicle’s original Certificate of Registration, current Official Receipt, and proof of identification of the Customer acceptable to the Carpark Management, as well as submit photocopies of the foregoing documents and a duly notarized Affidavit of Loss.
11.
- Overnight charge of Php 300.00 will apply after 1:30 am. This shall be charged on top of the regular parking rate.
12.
- Existing carpark policies and procedures such as, but not limited to, overnight parking and lost/damaged parking ticket/card shall apply.
13.
- Applicant/Customer, by providing data and submitting documents to the lessor/mall owner/car park management, including this Monthly Parking Agreement Form and supplements, hereby consents to (i) the collection, usage, disclosure, sharing and/or processing of Applicant’s/Customer’s personal data (including sensitive data) and information by the lessor/mall owner/car park management and its related corporations and affiliates, their agents and their authorized service providers, in order to implement or perform acts in relation to this Monthly Parking Agreement, supplements, amendments and the law, process and/or respond to Applicant’s/Customer’s request, query, feedback or comments, and (b) the SM Prime Privacy Policy.

Applicant's Signature over Printed Name

Assessed by: Carpark Supervisor / BAO

Approved by: Asst. Mall Manager / Mall Manager