



January 01, 2018

Re: Parking Operator at Denver Financial Center Garage

Dear Valued Customer,

We are pleased to announce that effective January 01, 2018 LAZ Parking will assume management of the Denver Financial Center Garage. Our goal is to create a positive parking experience and provide exceptional service for each monthly parker, daily parker and building visitor.

As it relates to the monthly billing and the process for making your parking payment, please reference the following page titled, "MONTHLY PARKING PAYMENT OPTIONS", as it provides the various payment options and instructions on how to make your monthly payment.

Additionally, please find the MONTHLY PARKING APPLICATION on the third page of this packet. Please fill this out as soon as possible and return via email to kbuckridge@lazparking.com. We apologize if this is redundant; however, these are very important so we have current and accurate information for your account(s).

For the month of January, please follow the instructions to make an online payment or check payment at your earliest convenience. Due to the transition, January invoices are being sent to each parker later than our normal timeline. We apologize for the short notice for January parking dues and we appreciate your cooperation on remitting payment in a timely manner.

Moving forward, and in keeping with LAZ Parking's "Green" initiative, **you will receive your parking invoice via email from LAZ Parking on approximately the 15th of each month.** As an example, January invoices will go out on December 15th and be due on January 1st. You will be issued a new account number which will be displayed at the top right corner of your January invoice. Once we have received a valid email address and you have received your invoice, your online account will be active and you may "log in" to your parking account, which will allow you to pay online, setup recurring payments, etc.

Lastly, if you or your office is in need of parking validations for visitor parking, please call or email us and we will expedite the delivery for you.

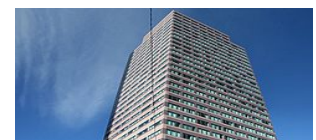
LAZ Parking is very excited about the opportunity to serve the customers of Denver Financial Center and we would like to express our commitment to servicing all your parking needs. Should you have any questions regarding the transition, please do not hesitate to contact us.

Best Regards,
Elyse Sonnen
Project Manager
LAZ Parking Midwest, LLC
P.O. Box 8315
Denver, Colorado 80202

E. esonnen@lazparking.com

Max Fuller
Denver General Manager
LAZ Parking Midwest LLC
PO Box 8315
Denver, Colorado 80202
P: 303-296-1169
E: mfuller@lazparking.com

THANK YOU FOR YOUR PARTNERSHIP WITH





LAZ PARKING at the Denver Financial Center Garage!

MONTHLY PARKING PAYMENT OPTIONS

1. Automatic Monthly Credit Card Payment (Auto-Pay Credit)
2. On-line Monthly Credit Card Payment (Manual Payment)
3. Check or Money Order Monthly Payment

FOR MAKING MONTHLY PAYMENTS, IT IS RECOMMENDED THAT YOU ENROLL IN ONE OF OUR AUTO-PAY METHODS: AUTOMATIC MONTHLY DEBIT, OR AUTOMATIC CREDIT CARD PAYMENT.

HOWEVER, IF THIS IS NOT CONVENIENT FOR YOU, LAZ PARKING OFFERS A VARIETY OF PAYMENT OPTIONS.

IF YOU SHOULD CHOOSE NOT TO ELECT AUTO-PAY ON YOUR APPLICATION, YOU MAY CHOOSE FROM THE OPTIONS BELOW:

PAY ONLINE BY FOLLOWING THESE SIMPLE STEPS

1. GO TO WWW.LAZPARKING.COM
2. CLICK THE "LOGIN" BUTTON IN THE BOTTOM LEFT CORNER
3. ENTER YOUR USER NAME (YOUR EMAIL ADDRESS)
4. ENTER YOUR PASSWORD (YOUR ACCOUNT NUMBER, shown on your invoice)

At this point you can...

5. SETUP RECURRING MONTHLY PAYMENTS OR PAY YOUR CURRENT MONTHS BALANCE WITH A ONE TIME PAYMENT

IF YOU CHOOSE TO PAY BY CHECK, PLEASE REMIT PAYMENT TO:

LAZ PARKING MIDWEST, LLC
PO BOX 912998, Denver, CO 80291-2998

If you have questions, please contact: kbuckridge@lazparking.com



Location Number: 760126
 Access Card No: _____
 Start Date: _____
 Account Name: _____

Parker Application for:

Company/Individual _____ Group: _____

| | |
|---|---|
| Location and Rate Information | DEACTIVATION _____ |
| Location Name: Denver Financial Center Location Address: 1775 Sherman St. Denver, CO Monthly Rate: \$ _____ /Month <i>(Includes in and out privileges)</i> | Start Date: _____ Return Date: _____ <div style="background-color: yellow; padding: 2px; font-size: small;">*Please note that 30 day advance notice is required prior to cancellation/deactivation.</div> |

| | | |
|---|-------------------|------------------|
| Last Name | First Name | Company, Suite # |
| Street Address (if no company enter home address) | Apt or Box # | City |
| | | State |
| | | Zip Code |
| Business Phone | Evening Telephone | E-Mail Address |

| VEHICLE INFORMATION | |
|----------------------------|-------------------|
| Primary Vehicle | Secondary Vehicle |
| State/ Tag # | State/Tag # |
| Color | Color |
| Year/ Make | Year/ Make |

Please complete this application and email to kbuckridge@lazparking.com

It can also be mailed to: P.O. Box 912998, Denver CO 80291

For additional information, please call (303)296-1030.

INVOICES WILL BE EMAILED ON OR AROUND THE 15TH OF EACH MONTH.

ALL PAYMENTS WILL BE DUE ON THE 1ST OF THE MONTH.

Card Holder's Signature: _____ Date: _____



LAZ PARKING – Terms & Conditions

1. Obtaining a Parking Key Card

- A. A monthly parking key card will be at the Cushman and Wellfield office located on the first floor, suite 104. Applicants must complete the application identifying each vehicle to be used by the key card holder. The following information must be furnished for each vehicle listed: License plate number, vehicle's make, model, year and color.
- B. A fee of \$15 will be required for lost or stolen key cards. Payable by cash or check, pay to the order of US Premier office Equities.
- C. A lost or stolen key card should be reported as soon as possible.

2. Conditions for Use of a Parking Key Card

- A. A parking key card authorizes the holder to have only one of the vehicles listed on the application in the garage at any given time.
- B. Owners of more than one vehicle or members of car pools may, therefore, use a single card for more than one vehicle as long as each one has been listed and only one vehicle is parked in the garage at the time.
- C. If two members of a car pool drive two vehicles on the same day, only one car pooler will be permitted to use the key card.
- D. The key card holder is responsible for updating any changes regarding card type, license number, address, employer or telephone number.
- E. Any parker found to be misusing their parking privileges (Example, but not limited to: passing the card to another individual) will be subject to termination of privileges.
- F. Failure to properly register your car or misuse of parking spaces may subject your car to ticketing or towing.
- G. Long term storage of vehicles, properly registered or not, is not permitted without the prior consent of LAZ Parking. Special Rates may apply for overnight storage.
- H. The Monthly License Fees may not be prorated or otherwise adjusted for periods during which the Licensee does not use the parking spaces granted under the License Agreement, including during such times when the City of Denver exercises its right from time to time to temporarily close the public right of ways and entrances adjoining the Garage.

3. Payments on a Parking Account

- A. Reoccurring monthly ACH debits or credit card payments for parking will be charged to the secured credit account or checking/savings account on file. All checks returned from the bank for nonpayment will be assessed a \$25 service charge.
- B. Payment for monthly parking is due on the 1st of each month. Payment is considered late after the 5th. If the 5th falls on a Saturday, Sunday or holiday, payments are due the prior business day. **Any parker with an outstanding balance after the 5th of the month will be assessed a \$10 late fee. Any parker with an outstanding balance after the 15th will result in a deactivated parking card. A \$10 reactivation fee may be assessed in addition to the \$10 late fee.** Anyone having their card deactivated a total of three (3) times risks having their parking privileges terminated.
- C. Refunds for parking will not be made to anyone whose card has been deactivated due to nonpayment.
- D. If the parker believes an error has been made on his/her account, proof of payment will be required (canceled check or credit card receipt). No adjustments will be made without verification.

4. Termination of Parking

- A. Upon termination of parking, the parking key card must be returned to LAZ Parking. The tenant's parking account must be current and paid in full and the key card must be in working condition before a refund will be issued. Credit is based on the date the key card is returned to LAZ Parking and will be determined on a case-by-case basis.

5. Procedures When You Forget Your Key Card

- A. If the monthly parker is without a key card, please obtain a validation from Cushman and Wellfield on the first floor, Suite 104.

6. Parking Procedures

- A. Follow directional signs throughout all levels of the deck.
- B. Use your key card to both enter and exit from the facility.
- C. The parking access system will not allow pass backs or multiple exits. Key cards must be used in sequence. Only one entrance and one exit are allowed per cycle. Unlimited cycles are allowed daily for monthly card holders only.
- D. Overnight storage of a vehicle is not permitted without the prior consent of LAZ Parking.
- E. **PARKERS WHO ARE OBSERVED DRIVING THE WRONG WAY WILL BE GIVEN ONE WRITTEN WARNING. FUTURE VIOLATION MAY RESULT IN TERMINATION OF PARKING PRIVILEGES.**
- F. A speed limit of 5 mph will be monitored by Parking Personnel and Security Officers: violations will be issued.
- G. Parking is not allowed in RESERVED, VISITOR, HANDICAP PARKING OR IN NO PARKING ZONES unless authorized to do so.
- H. **PARKING IS ALLOWED BETWEEN THE LINES IN ONE SPACE ONLY. PLEASE DO NOT PARK IN CROSSED OUT AREAS OR SOLID PRINTED AREAS AT STAIRWELL ENTRANCES.**
- I. Please deposit trash in containers located throughout the garage.
- J. Any accident occurring in the garage involving damage to vehicles or personal injury should be reported to the Denver Police Department (911) and Laz Parking.
- K. LAZ PARKING is not responsible for theft, damage, loss of vehicles or items contained within the vehicle while parked on the premise. Damage or theft to any vehicle is the sole responsibility of the vehicle's owner.
- L. Any parker receiving three (3) or more violations will be subject to termination without further warning. Violations are given for using two spaces, driving the wrong way, speeding or any other reasons at the discretion of the Parking Manager.
- M. Unidentified vehicles. A citation will be left on the windshield or your vehicle will be subject to ticketing or towing. A response is required the following day to ensure identification.

7. Key Card Replacement Fee

- A. If key card is lost or damaged, a \$15 Replacement Fee will be charged to the parker, payable by cash or check; pay to the order of US Premier office Equities.

Card Holder's Signature: _____ **Date:** _____