

NEW BRUNSWICK PARKING AUTHORITY

Monthly Contract

Access Card or Plate#: _____ Account #: _____
Facility: _____ Start Date: _____

Name: _____ Email: _____
Street Address: _____ Apt: _____
City: _____ Phone: _____
State & Zip: _____

Driver/Vehicle Information

Driver's License Number & State: _____
Plate&State: _____ Yr/Make/Model: _____ Color: _____

The information here is accurate and valid and I have read the rules and regulations and agree to adhere to them.

Signature: _____ Date: _____

*****Office Use Only*****

Initial Payment: _____ Cash: _____
Administrative fee: \$15 _____ Check: _____
Total: _____ Last 4 Credit: _____
Invoice # _____ RE # _____ Individual _____ Business _____

Operations

Activated by: _____ Date: _____

Reminder: Take advantage of auto-pay. Ask our customer service representative how to avoid late fees and disruption of service. There is a \$25 reactivation fee charge if not paid by the 1st of the month.

Rules and Regulations for Monthly Parkers

1. **Monthly Payment:** The NBPA does not send monthly invoices. The monthly parker is responsible for sending payment to the NBPA. Payment should be made by check, money order, credit card (at administrative office or online at www.NJNBPA.org). The NBPA accepts Visa, Mastercard, Discover, and Amex. All payments must be received by the NBPA office by the first (1st) of any given month for that month's access into the NBPA facility.
2. **Monthly Parker Information:** The monthly parker is responsible for updating his or her information with the NBPA to ensure proper and accurate billing. If you move, change email address, get a new vehicle, etc. please notify the accounting department immediately. If parking at NBPAC, any license plate changes should be emailed to info@njbpa.org. Failure to update your monthly parker information on file may result in deactivation of parking privileges.
3. **Lost Card (Not Applicable for NBPAC):** If the access card is lost; the user is responsible for a \$15.00 replacement fee at the time a new one is provided.
4. If it is discovered that the user is abusing parking privileges in any way other than using the card to get their car in and out of the deck (in that order), the NBPA reserves the right to invalidate the access card and deny future parking privileges. For NBPAC parkers, only one license plate on file may be tied to the account; to change the license plate on file or vehicle, please email info@njbpa.org
5. Each monthly parker contract is valid for one (1) vehicle only. If you have more than one vehicle, you must purchase space for additional vehicles. Abuse of parking privileges may result in cancellation of parking privileges.
6. Parking may not exceed 48 hours unless previously arranged with the NBPA. Please call 732-667-8100 if you plan on leaving your car more than 48 hours. Vehicle Storage Prohibited and will be towed at owner's expense.
7. **Payment options:**
 - a. **Auto Pay** – Your credit card will automatically be charged at 1AM on the 1st of each month. You may visit www.njbpa.org/register to register your account and set up auto-pay. Once your auto-pay is set up, it is your responsibility to stop and/or update your automatic payment information.
 - b. **Online Payment** – Visit www.njbpa.org/register to register and make one-time payments.
 - c. **By Mail** – mail your check to New Brunswick Parking Authority
PO Box 427
New Brunswick, NJ 08901
 - d. **In person** – By check, cash, or credit card at our office located at the above address Between 8AM and 4:30PM, Monday through Friday.

New Brunswick Parking Authority
106 Somerset St. 6th Floor
New Brunswick, NJ 08901
(732) 545-3118
www.NJNBPA.org