

## Rules and Regulations

1. **Monthly Payment:** The NBPA does not send monthly invoices. The cardholder 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](http://www.NJNBPA.org)) or cash in the administrative office. The NBPA accepts Visa, Mastercard, Discover, and Amex. All payments must be received by the NBPA office by the first (1<sup>st</sup>) of any given month for that month's access into the NBPA facility. The NBPA must be notified in writing and/or the access card must be surrendered if you do not intend to use the facility any longer. If the NBPA is not notified in writing or the access card is not returned, the cardholder will continue to be charged the monthly fee for any months the card is active.
2. **Security Deposit:** A security deposit is required from all monthly parkers for their access card. The deposit is refundable at such time that you cease to park in the NBPA facility and return the access card to the NBPA.
3. **Card Holder Information:** The card holder is responsible for updating his or her information with the NBPA to ensure proper and accurate billing. If you move, change email addresses, get a new vehicle, etc. please notify the accounting department immediately. Failure to update the card holder information on file will result in card deactivation.
4. **Lost Card:** In the instance the access card is lost; the user is responsible for a \$15.00 replacement fee at the time a new one is provided.
5. If it is discovered that the user is abusing the access card 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.
6. Each access card is valid for one (1) vehicle only. If you have more than one vehicle, you need more than one access card. Abuse of this will result in deactivation of the access card and denial of future parking privileges.
7. 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.
8. **Payment options:**
  - a. **Auto Pay** – Your credit card will automatically be charged at 1AM on the 1<sup>st</sup> of each month. You may visit [www.njnbpa.org/register](http://www.njnbpa.org/register) to register your account and set up auto-pay.
  - b. **Online Payment** – Visit [www.njnbpa.org/register](http://www.njnbpa.org/register) to register and make one-time payments.
  - c. **By Mail** – mail your check to New Brunswick Parking Authority  
106 Somerset St 6<sup>th</sup> Floor  
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. 6<sup>th</sup> Floor  
New Brunswick, NJ 08901  
(732) 545-3118  
[www.NJNBPA.org](http://www.NJNBPA.org)