

EAST BRUNSWICK PARKING UTILITY

WAITING LIST ONLY
YOU WILL BE NOTIFIED
WHEN SPACE IS AVAILABLE

c/o Finance Office
P.O. Box 1081
East Brunswick, New Jersey 08816
732-390-6836

YOU SHOULD RECEIVE A CONFIRMATION OF RECEIPT WITHIN A WEEK AFTER WE
RECEIVE YOUR APPLICATION. IF YOU DO NOT, PLEASE CALL OUR OFFICE.

EAST BRUNSWICK PARKING PERMIT APPLICATION FOR TRANSPORTATION AND COMMERCE CENTER

- 1. Complete fully by printing clearly in ink or type.
2. This form must be fully completed and signed by the permit holder. It is to be mailed to our office at the above address or dropped in the renewal box located at the facility.
3. The application must have attached with it a photocopy of your vehicle registration.

4. Last Name First Name Middle
Street Address Apt. No.
Town State Zip Code
Home Phone () Work Phone ()
Cell Phone () Email Address

- 5. License plate numbers of all vehicles which may utilize this permit.
1. 2. 3.

6. Employed by:
Name of Firm

- 7. If you require a handicapped parking space and have handicapped license plates, check here.
8. Replacement of lost permits will be charged \$1.00.
9. Parking permits are sold for specified lots. They are non transferrable and can not be used in any other lot.
10. In filing this application, I acknowledge that I have read and agree to comply with the rules and regulations for parking at the Transportation and Commerce Center. I have also enclosed a photocopy of my vehicle registration.

Signed Date

FOR OFFICIAL USE ONLY

Date Received Date Inactivated

Date Mailed Out Date Deleted

Date Processed

**EAST BRUNSWICK PARKING UTILITY
TRANSPORTATION AND COMMERCE CENTER
RULES AND REGULATIONS**

1. Parking permits are sold for specified lots. They are non transferable and can not be used in any other lot.
2. If the car recorded on application is sold, or a new car is being used, please notify the Parking Utility immediately. If your car is temporarily out of service and you will be using another car, be sure to call the Parking Utility.
3. Parking permits can only be used in the areas designated for permit parking.
4.
 - A. Permit must be displayed on rear window, lower right hand corner in vinyl envelope provided by the Parking Utility.
 - B. Convertible and station wagons, right rear window.
 - C. Park head on, so permit will be clearly visible to attendant from roadway.
5. Not displaying a current months permit will result in an issuance of a summons.
6. Renewal payments of permits for parking must be mailed to East Brunswick Township, Parking Utility, c/o Finance Office, P.O. Box 1081, East Brunswick, New Jersey 08816 so as to reach us by the 15th of the month or may be dropped off in the renewal box located at the facility. Please also enclose a stamped self-addressed envelope. Permits will be mailed in time for use of the first of the month. We would prefer payment by check with your permit number noted on your check. Each permit holder is solely responsible for the renewal of his/her permit. Renewals received after the expiration date of your current monthly parking permit may result in the re-issuance of your monthly parking permit to another. Permits must be renewed every month, you can not skip a month!
7. A photocopy of your vehicle registration must accompany your initial application or a parking permit will not be issued.
8. If you do not plan to continue using your permit, please notify the Parking Utility Office.
9. Parking permits must be paid by valid checks made payable to the **East Brunswick Parking Utility**. Any bad checks returned will result in a \$20.00 charge as authorized by Township ordinance.
10. A parking permit may not be transferred to another individual, nor will it be sent in care of another individual.
11. Do not park in Handicapped spaces unless your vehicle has a handicapped license plate.
12. Failure to comply with these rules will result in a parking ticket and/or towing at your expense. You will also risk the loss of your parking permit.
13. Parking violations will be enforced by the East Brunswick Police Department or Authorized Parking Agent.

WHEN PARKING:

ALWAYS LOCK YOUR CAR. The Parking Utility will not be responsible for personal articles removed from cars or for damage to any vehicle.