

# NAVY EXCHANGE PARKING LOT FACILITY AGREEMENT

## 1. GENERAL INFORMATION:

a. The Navy Exchange-Naval Station offers to active duty military personnel and Navy Exchange Patrons the opportunity to park and store their vehicle at the Navy Exchange Parking Lot Facility (herein after called the Facility), 1560 Mall Drive, Norfolk, Virginia subject to the terms and conditions contained in this agreement.

b. All vehicles will have valid registration and proof of ownership and if delivered by an authorized representative they shall provide a Power of Attorney from the owner. The Power of Attorney will become part of this agreement.

c. No vehicle shall be returned to the owner or its authorized representative until any and all pending expenses are paid by the owner to the facility or the towing company.

d. No personal items will be removed from vehicles until expenses are paid up to date.

## 2. FACILITY RATES:

a. Parking/Storage fee for an authorized vehicle will be \$60.00 per month or a fraction of a month thereof.

b. Half of the storage fee needs to be paid in advance not to exceed \$300.00.

## 3. RULES AND REGULATIONS:

a. Proof of Vehicle Ownership and Military Identification is REQUIRED for all transactions. Vehicles delivered by an individual authorized by the owner, including dependents or agents, shall provide the original authorization (Power of Attorney). Copies of the Power of Attorney are not valid and will not be accepted. This authorization will become part of the Long Term Parking Lot Facility Agreement.

b. Each customer shall complete each item on the vehicle Check In/Check Out sheet, and have the information verified by facility personnel at the time the vehicle is checked into the facility, and again when the vehicle is checked out of the facility. Any damage not noted on the Check Out Sheet and verified by Facility personnel when the vehicle is checked out of the Facility, will be deemed not to have occurred while the vehicle was stored at the facility.

c. No vehicles shall be parked at the facility for a period in excess of 12 months unless written approval is obtained from the Auto Service Center Manager at the time the vehicle is checked into the Facility and only with Military orders. A maximum of three years with Military Orders ONLY, contract remains in effect with said terms and prices. All others not on Military orders are subject to price increases on the monthly fees if approved by NEX and base commander if exceeds 12 months.

d. All vehicles shall be subject to disposal as abandoned vehicles under the applicable State and Federal laws if:

1. The vehicle is left at the facility longer than 18 months; or
2. Directed by the Commanding Officer, Naval Station in writing

e. All vehicles disposed of will be through the MWR process.

f. All vehicles will be in operating condition unless written authorization is obtained from the Facility Manager prior to the vehicle being checked in.

g. The customer shall provide a complete set of vehicle keys to the Facility at the time of check in.

h. Vehicles may not be placed "on blocks" or rendered immobile.

**4. RESPONSIBILITY FOR VEHICLE LOSS AND DAMAGE WHILE AT THE FACILITY:**

a. The Facility shall be responsible for any damage to the vehicle caused by an willful or negligent act or omission by Facility personnel.

b. The Facility shall NOT be responsible for any damage or loss:

1. Caused by an Act of God, vandalism, theft, fire, or any other cause unless the damage or loss is directly caused by the negligence of Facility personnel or:

2. To any covers, or

3. To any Personal Property (Personal Property includes any "add on" equipment not "permanently" affixed to the vehicle (which means a mechanical tool is required to remove it from the vehicle) or any other articles stored in or on the vehicle; regardless of ownership; or

4. If not reported immediately to the Facility Manager before the vehicle leaves the Facility. Any loss or damage not noted before the vehicle is removed from the Facility is deemed not to have occurred while the vehicle was parked at the Facility.

**I UNDERSTAND AND ACCEPT ALL OF THE TERMS OF THIS CONTRACT.**

Vehicle Owner/Agent Name (Print): \_\_\_\_\_

Vehicle Owner/Agent Signature: \_\_\_\_\_

SSN: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DUTYSTATION / COMMAND: \_\_\_\_\_

**NAVY EXCHANGE LONG TERM PARKING (LTP)**

**1560 MALL DRIVE**

**NORFOLK, VA 23511-3898**

**PH # (757) 445 - 1492 DSN 565 -1492 FAX 757 440 - 2085**

**AUTOMOTIVE SERVICES REQUEST AND AUTHORIZATION**

To: General/Facility Manager-Long Term Parking Lot-Naval Station Norfolk

Subj: **AUTHORIZATION TO PERFORM VEHICLE MAINTENANCE**

1. In accordance with the terms and conditions of the Long Term Parking Lot Agreement, it is requested that my privately owned vehicle, as described on the front page of this agreement, be prepared for my use upon my estimated pick-up date, as listed on the front of this agreement.

2. I request the Navy Exchange Service Station to perform, at their service rate, the following vehicle services prior to my estimated pick up date. There is a \$10.00 Tow Fee for all work done at the Auto Service Center. (Please indicate what services you want performed on your vehicle).

\_\_\_\_\_ **OIL CHANGE & FILTER**

\_\_\_\_\_ **MINOR TUNE-UP**

\_\_\_\_\_ **HAVE VEHICLE INSPECTED FOR VIRGINIA STATE INSPECTION DECAL**  
(Maximum dollar amount authorized for repairs in order for vehicle to pass inspection (minimum \$50, if required.)

\_\_\_\_\_ **MONTHLY START-UPS (\$5 PER START-UP/MONTH)**

\_\_\_\_\_ **COVER MY VEHICLE WITH THE COVER I HAVE PROVIDED (\$9.99 fee)**

\_\_\_\_\_ **PURCHASE COVER PLUS INSTALL**

\_\_\_\_\_ **PURCHASE WINDSHIELD REFLECTOR/SUN SHADE (\$7.99 & UP)**

\_\_\_\_\_ **DISCONNECT BATTERY (ONE TIME CHARGE OF \$1)**

**OTHER REQUEST (If requesting services other than those listed above, please list a maximum dollar amount authorized for service):** \$S Amount \_\_\_\_\_

**Name (Print)** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SLOT \_\_\_\_\_  
# KEYS \_\_\_\_\_  
PARKING ASSOCIATE \_\_\_\_\_

## VEHICLE CHECK IN - OUT SHEET

\_\_\_\_\_  
(Last name, First MI)

\_\_\_\_\_  
(RATE/RANK/GS level or Position)

\_\_\_\_\_  
(Duty Station)

\_\_\_\_\_  
(Social Security Number-Last 4 digits)

\_\_\_\_\_  
(Mailing Address & Phone Number)

\_\_\_\_\_  
(Name & Address of Next of Kin)

\_\_\_\_\_  
(Next of Kin Telephone Number)

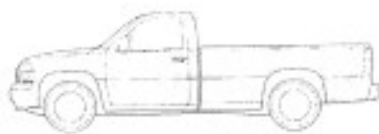
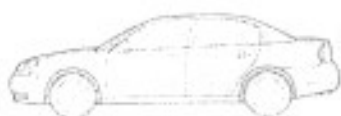
\_\_\_\_\_  
(Owner's E-mail Address)

### VEHICLE INFORMATION

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Vehicle Year: \_\_\_\_\_ Color: \_\_\_\_\_ VIN: \_\_\_\_\_  
Vehicle License #: \_\_\_\_\_ State: \_\_\_\_\_ Lien Holder: \_\_\_\_\_  
Mileage IN: \_\_\_\_\_ Estimated Pick-Up Date \_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

#### DAMAGE



#### VALUABLE CONTENT RECORD

Stereo equipment: YES NO Stock

1.  
2.  
3.  
4.

#### START UPS MONTH / YEAR

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

#### DISCONNECT

DATE: \_\_\_\_\_ INI \_\_\_\_\_

COVER DT COMPLETED \_\_\_\_\_ INI \_\_\_\_\_

Dt removed: \_\_\_\_\_ INI \_\_\_\_\_

DATE IN: \_\_\_\_\_

ACCEPTING ASSOCIATE: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

Reason: \_\_\_\_\_

DEPOSIT: \_\_\_\_\_ TRANSACTION # \_\_\_\_\_ type of payment \_\_\_\_\_

PAYMENT: \_\_\_\_\_ TRANSACTION # \_\_\_\_\_ type of payment \_\_\_\_\_ DATE: \_\_\_\_\_ INI \_\_\_\_\_

PAYMENT: \_\_\_\_\_ TRANSACTION # \_\_\_\_\_ type of payment \_\_\_\_\_ DATE: \_\_\_\_\_ INI \_\_\_\_\_

PAYMENT: \_\_\_\_\_ TRANSACTION # \_\_\_\_\_ type of payment \_\_\_\_\_ DATE: \_\_\_\_\_ INI \_\_\_\_\_

DATE OUT: \_\_\_\_\_

RELEASING ASSOCIATE: \_\_\_\_\_

OWNER'S ACCEPTANCE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_