

Please check:

- NEW APPLICANT
 INFORMATION UPDATE

**Willow Avenue Parking Garage
Parking Garage – Willow Ave and Cross St
Leased Parking Application**

Applicant Information

Name: _____ Month/Date of Birth: _____ / _____
(Month) (Date)

Home Address: _____ Primary Phone Number: _____

City, Zip: _____ Email: _____
(Required)

Employment Information

Employer Name: _____

Employer Address: _____ City, Zip: _____

Vehicle Information

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Vehicle Color: _____ Illinois License Plate Number: _____

Parking permits will not be issued to customers with unpaid parking tickets.

Terms and Conditions

The applicant for leased parking understands that he/she will be responsible for the monthly fee established by the Wheaton City Council for the leased parking space, which is to be paid at a rate of **\$75.00 per quarter** and that such quarterly payment constitutes an application for renewal of the leased parking authorization for the next succeeding quarter. The applicant for leased parking further understands that the acceptance of leased parking constitutes an agreement between the City of Wheaton and the lessee and that the City of Wheaton assumes no duty other than to furnish space, on the second, third, and fourth levels only, for accommodation of vehicle parking. Parking spaces are not reserved; a parking permit allows your vehicle to park in a leased space but does not guarantee that spaces will be available. Leased parking facilities are available for leaseholders Monday thru Friday, 8 a.m. to 3 p.m., after which time parking is free and open to the public. **The parking permit provided shall be hung from your vehicle's rear view mirror at all times while parked within the applicable parking lot or a ticket will be issued.** Applicant acknowledges that he/she has been advised that the parking lots subject to this application may experience flooding during heavy rain. No responsibility is assumed by the City for loss or damage to any vehicle, articles left therein, or accessories by reason of theft, accident, fire, flood or any other cause whatsoever. Applicant agrees to indemnify and hold the City of Wheaton harmless for any such loss or damage suffered by the applicant, successors and assigns. **Further, the applicant certifies that he/she is an employee of a business located in the Wheaton Central Business District.** The City may terminate the applicant's usage of the space upon 30 days notice or upon failure to submit payments by the start of the new quarter. Assignment of space will be based on the date this application is received by the City. If the leased parking lot is full, your application will be placed on a waiting list. The City reserves the right to change the parking rate, the application process or any part of these terms and conditions without notification. Leased parking permits are non-transferable. Please notify the City of Wheaton when permit renewal is no longer needed.

I agree to the above terms and conditions:

Applicant Signature: _____ Date: _____

Send application by email to leasedparking@wheaton.il.us or fax to 630-260-2038.

Finance Department Use Only			
Date Received	Permit Number	A/R Account Number	Date Entered into A/R system