



PARKING POLICY AND PROCEDURE

This Policy is relevant for Micro Boutique Living tenants that have signed up for Reserved Parking. If you did not sign up for parking, then you cannot park your vehicle on MBL Property.

Parking Policy

1. Micro Boutique Living will assign a reserved and numbered parking spot to tenants that have signed up for reserved parking.
2. Tenants may only park a passenger vehicle in their assigned spot (Motor Bike, Car, SUV, Truck).
3. Other passenger vehicles authorized by the tenant may also be parked in their reserved spot.
4. Unauthorized vehicles will be towed at the owner's expense.
5. The Landlord shall keep the main areas of the parking lot clear of snow. However, removing snow that accumulates around their car is the responsibility of the tenant. Periodically and/or after snow storms, MBL Management may contact tenants to move their vehicles temporarily so that parking areas can be cleared of snow.

Procedure to deal with Unauthorized Parking

In the event that an unauthorized vehicle occupies a reserved parking spot we ask that the following procedure is followed.

1. The tenant leasing the reserved parking spot should post a warning note on the windshield of the unauthorized vehicle. Here is a sample note:

Parking Violation

Your vehicle is parked in a private parking spot which is clearly labelled as tenant parking and therefore reserved. Please remove your vehicle immediately.

If your vehicle is not removed from this parking spot within 15 minutes from the posted time below, a towing company will be called to tow it away at your expense.

Notice placed on _____ at _____
Date Time

2. If the vehicle is not removed within the above time period after placing the note, please contact MBL Property Manager for the appropriate location via phone or e-mail with the parking spot number, the violating vehicle make and license plate number. Management will then pursue having the vehicle towed as soon as possible.

Please note: While we will do our best to have violating vehicles towed, it does take some time to contact the towing company and to have them come over to tow away the vehicle. Thank you for your

understanding.