



## Application for Carpool Parking Permit

### Circle One

**Morrison East**  
**(3<sup>rd</sup> & Alder)**

**Morrison West**  
**(10<sup>th</sup> & Yamhill)**

**O'Bryant Square**  
**(Park & Stark)**

**1<sup>st</sup> & Jefferson**

**Instructions:** Each member must complete and sign this application. Enclose a proof of residence for each member (such as a copy of a utility bill). Carpool participants attending school (college, high school, or trade schools) must also attach enrollment verification and school hours from their school.

**Cost: \$105.00 for 3 person    \$120.00 for 2 person**  
**Monthly rate + \$20 refundable security deposit for CINTAC Access Card**

The fee is per carpool, not per person. Payment must be received by the 20<sup>th</sup> of the month previous to when you wish to begin. Please do not send cash.

*Make check or money order payable to City of Portland. Return your application to:*

City of Portland Carpool Program, 1120 SW 5<sup>th</sup> Ave, Suite 800, Portland OR 97204

**Contact Person:** Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Please provide proof (such as utility bill)

City \_\_\_\_\_ Zip \_\_\_\_\_

Employer/School \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Work Hours \_\_\_\_\_

Vehicle License Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Employer's Phone (HR Dept) \_\_\_\_\_

**Other Carpool Members:** Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Please provide proof (such as utility bill)

City \_\_\_\_\_ Zip \_\_\_\_\_

Employer/School \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Work Hours \_\_\_\_\_

Vehicle License Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Employer's Phone (HR Dept) \_\_\_\_\_

**Other Carpool Members:** Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Please provide proof (such as utility bill)

City \_\_\_\_\_ Zip \_\_\_\_\_

Employer/School \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Work Hours \_\_\_\_\_

Vehicle License Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Employer's Phone (HR Dept) \_\_\_\_\_

**Other Carpool Members:** Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Please provide proof (such as utility bill)

City \_\_\_\_\_ Zip \_\_\_\_\_

Employer/School \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Work Hours \_\_\_\_\_

Vehicle License Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Employer's Phone (HR Dept) \_\_\_\_\_

We certify, as members of a carpool, that we have individually read the policies and procedures regarding the Portland Bureau of Transportation administered carpool parking programs. We understand that policy compliance will assure continuance in the program. Abuse of these policies may result in being dropped from the program and being ineligible to participate in any carpool parking program administered by the Portland Bureau of Transportation for a minimum of one year. The Portland Bureau of Transportation Parking Operations Staff may verify employment, work hours and any other pertinent information on the carpool application and subsequent renewal forms.

We authorize the City of Portland carpool program to verify any information contained herein, and I authorize my employer to verify my employment.

**We understand, as members of a carpool, that approval of this application by the City of Portland Bureau of Transportation for use in a SmartPark Garage is considered a month-to-month agreement. The City reserves the right to not renew this permit, with 30 days written notice, if the number of carpool permits allowed in the facility is reduced for *any* reason.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

## SECURITY DEPOSIT AGREEMENT

(Not required at O'Bryant Square)

I understand that there is a \$20 security deposit per carpool, for the entry card to the parking garage. I understand that this is a refundable deposit if the card is returned to the City of Portland, Bureau of Transportation, within 60 days of the dissolution of my carpool. Failure to do so will result in NO refund.

The refund will be made payable to the contact person. Any disbursement required within the existing members is the responsibility of the contact person.

I agree to pay a \$10 replacement fee if my original card is lost or stolen, and that this \$10 fee is NOT refundable.

**I understand, as members of a carpool, that approval of this application by the City of Portland Bureau of Transportation for use in a SmartPark Garage is considered a month-to-month agreement. The City reserves the right not to renew this permit, with 30 days written notice, if the number of carpool permits allowed in the facility is reduced for *any* reason.**

Signature \_\_\_\_\_

Date \_\_\_\_\_