



# SmartPark Reduced Rate Swing Shift Parking Application



### QUALIFICATION REQUIREMENTS

1. Applicant must meet the income threshold in Application Section 3.
2. Applicant must work for the Employer identified in Section 3 either on a swing shift or evening shift schedule.

### INSTRUCTIONS

1. Complete application Sections 1-3. Your employer's authorized representative is required to sign to confirm that you meet the qualification requirements.
2. Complete signature requirements in Section 4.
3. Submit the application to the Parking Garage Operator by email, fax or mail. An incomplete application will not be processed and will be returned.
 

Email: [RRMonthly@spplus.com](mailto:RRMonthly@spplus.com) Fax: (503) 972-1122

Mail: Central Parking RRSwingshift  
420 SW Washington, Suite 500  
Portland, Oregon 97204
4. The Parking Garage Operator will review the application and verify the employer's signature. Once the application has been approved, you will be provided with a monthly parking contract to sign along with program instructions.
5. Once the contract is signed and approved, the Parking Garage Operator will provide you with a parking access card. You will then have access to your selected garage during swing shift hours (from 3 p.m. through 7 a.m. daily). You will be responsible for any parking charges incurred outside the designated swing shift parking program hours.
6. This SmartPark Reduced Rate Swing Shift Parking Application must be renewed annually. Your Parking Contract with the Parking Garage Operator will be a month to month contract.
7. Applications submitted to the Parking Garage Operator by the 15<sup>th</sup> of the month will be processed for the following month. Contact the Parking Garage Operator for pro-rating options.
8. The reduced rate is listed on the SmartPark Web site at <http://www.portlandoregon.gov/transportation/article/113934>

**Questions or Concerns: Contact the Parking Garage Operator, Central Parking, at (503) 790-9302 ext. 111.**

1. Applicant and Vehicle Information *(please print clearly)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

2. Parking Information

Do you have a SmartPark account set up for monthly parking?  Yes  No

Select a parking location:  1<sup>st</sup> & Jefferson  3<sup>rd</sup> & Alder  
 4<sup>th</sup> & Yamhill  10<sup>th</sup> & Yamhill  Naito & Davis

If your selected garage is at capacity, do you want to be added to the waiting list?  Yes  No

COMPLETE AND SIGN ON REVERSE



The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call **503-823-5185**, email **Parking@portlandoregon.gov**, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests.

3. Employer Information and Income Verification

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Name/Title of Authorized Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Income Threshold: To qualify for a Reduced Rate Swing Shift account with SmartPark the Applicant’s salary/wages from the listed Employer cannot exceed \$35,000 annually. The Employer’s Authorized Representative must verify that the applicant’s salary does not exceed this threshold.

Employment Status: Authorized representative must verify that the Applicant is an employee of the Company and is required to work a swing shift or evening shift schedule.

*As an authorized representative for the above named Employer, I hereby verify the applicant’s salary/wages from the listed employer does not exceed the stated threshold and that the Applicant does work a swing-shift or evening shift schedule for the Employer.*

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

4. SIGNATURE

By applying for this reduced rate and signing the application, the undersigned agrees to the following:

- All the information on this form (and any supplemental information provided) is true and correct.
- I understand that this application is not a contract for parking. I will receive a separate contract for parking once this application has been processed and approved.
- I authorize the Parking Garage Operator to verify any information contained herein, and I authorize my Employer to verify that I meet the income threshold and employment status.
- I agree to notify the Parking Garage Operator immediately if any of the information on the application changes and surrender any rights to this special reduced rate if I no longer meet the qualification requirements.
- I agree to be responsible for any parking charges incurred outside the designated swing shift parking program hours.
- I will not sell or transfer the rights to any parking contract I sign related to this application to any other party.
- All parking garage access cards issued remain the property of the City of Portland and will be revoked if improper use is demonstrated.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

5. Internal Use ONLY

Employer signature verified  Yes  No by: \_\_\_\_\_ Date \_\_\_\_\_

Application Approved:  Yes  No by: \_\_\_\_\_ Date \_\_\_\_\_

Account #: \_\_\_\_\_ Card #: \_\_\_\_\_

NOTES: