

PARKING INFORMATION

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Tenant Resource Guide
Parking Service Information**

Republic Parking Northwest, Inc. (Republic) monitors all parking areas under contract with Sunset Corporate Campus.

Inquiries concerning the parking facilities should be made to the Property Management Office located in Building One, 13810 SE Eastgate Way, Suite 180, (425) 649-8800.

For questions regarding ticketing, please see the *Violation Procedures*.

NOTE:

Each tenant is responsible for coordinating its company employee and visitor parking internally. One or two facilities contacts will be responsible for maintaining all company parking matters with Property Management and the parking vendor.

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Employee Parking

Permits

Any vehicle parking in the West Surface Lot, or Garage must display a current permit. Permits are not transferable, and are color coded to the area in which you are permitted to park. Carpool passes are also numerically identified according to the stall number.

Permits will be valid for one year. The appropriate permit must be displayed on the front windshield bottom half of the driver's side of the car. It is the driver's responsibility to ensure the permit is visible at all times; if the permit is not visible the vehicle is subject to violation procedures. Darkly shaded areas of vehicle windshields are not appropriate for display of permits. If you're unsure of dark shading on your windshield, please contact Property Management to discuss alternative location for display of permit.

Surface Parking (Blue Pass)

In addition to the garage there is a large surface lot reserved for employees at the West side of the site. No trailers, boats, RV's, or other large vehicles taking up more than one parking space are allowed on Sunset Corporate Campus. If arrangements need to be made for a bus or other large vehicle to be on campus, this must be done in advance by contacting the Property Management office

Garage/Main Lot (Teal Pass)

A below-grade parking structure with four levels of unassigned parking provides employees with controlled-entry parking and protection from the weather for a monthly charge. Tenants who purchase below-grade parking will have 24-hour access to the parking facility through use of an access card. The garage is accessed from the West side of building one, off SE Eastgate Way.

Executive Parking (Green Pass)

The parking garage also includes one level of unassigned executive parking directly beneath each building. This executive parking is accessed via the same parking garage entrance off SE Eastgate Way. Tenants who are authorized to park in these reserved areas access them by immediately turning right (for building 1) or left (for building 2) upon entering the garage.

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Carpool Parking

If your employees wish to carpool, arrangements for permits and spaces can be made with the Property Management Office. Please note that the number on each individual carpool pass corresponds to that reserved, assigned space.

Lost/stolen permits:

Please see **Lost and Found** section in **TENANT INFORMATION**.

Temporary Parking Passes

In the event an employee forgets their parking permit there are free “one-day” passes available at the Property Management Office.

Motorcycles

Motorcycle parking is free and located on the executive levels of buildings I & II. For additional motorcycle parking locations please contact the Property Management office.

Bike Racks

For those employees who choose to ride bicycles to work, Sunset Corporate Campus has bike racks located inside the executive/reserved parking areas, behind the glass elevator enclosures. The racks provide convenient storage for building employees’ bicycles during the workday. Bicycles should be stored in this area and not transported through the building.

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Visitor and Vendor Parking

Sunset Corporate Campus has visitor parking available for clients and guests in our Visitor Lot, and can be accessed via 139th Avenue SE, the east entry near the main lobbies of both buildings.

The visitor lot is a paid lot that utilizes the Verrus system, a web based system that can be accessed at <http://sunsetcc.verrus.com> (see Property Management for username login and password).

All visitors must be registered with Verrus at all times regardless of length of time in the lot. Maximum stay in the Visitor lot is 5 days. If visitor is to stay longer than 5 days please see Property Management

This lot is for the convenience of Sunset Corporate Campus tenant clients and customers and may not be used by on-site employees. Violators should be reported to the Property Management Office immediately.

Event/Function parking

In order to better assist you, please provide advanced notice of at least one week when holding events or functions requiring visitor parking for more than five people. Contact the property management office at (425) 649-8800 or fax information to (425) 649-8806.

”Garage Full” Conditions

Double parking is not permitted on any level. If no stall is available after checking all levels (Down to P4) of the garage, park in the Visitor parking lot, and go to the Property Management office. We will locate parking for you.

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Additional Information**

5 mph speed limit

In the interest of increased safety, the speed limit is 5 mph throughout all parking areas. The cooperation of all parking patrons is required. Safety is our prime concern and your effort to observe the speed limit at all times is appreciated.

Incident/Accident

Should an incident/accident occur involving a vehicle and/or pedestrian in the parking garage it should be reported immediately to the Property Management office.

Towed vehicles

Information on contacting the towing company is available at the property management office and on signage posted in the parking areas.

Risk of loss

Vehicle owner assumes all risk of loss or damages while parking at Sunset Corporate Campus. Building Owner and Parking Service shall not be liable for any loss or damages arising out of, or caused by, theft, mischief, vandalism, collision, fire or any act of God, flood, earthquake or any such casualties.

Signage

Signs are posted throughout the campus for safety purposes and for your convenience. Compliance is required.

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Parking Procedures**

Vehicle registration

All parked vehicles, including motorcycles, must be registered with the property management office. Vehicle: make, model and license plate number, driver's name and company name must be reported to the property management office. If this information is not provided, access will terminate within 30 days.

Monthly Parking Reports

Each month, a parking report is printed for each tenant in an effort to maintain the most accurate records and billing. This information includes employees, visitors, and vendors and their coordinating parking arrangements. The report needs to be signed and returned within five (5) days of the initial e-mail that notifies tenants that it is available. After which time, the names and information provided are no longer negotiable.

Parking Rates

The parking rates will be adjusted from time-to-time and are always charged according to each tenant's current Lease Agreement unless parking patron falls outside of the "per lease" allotment.

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Avoiding Parking Tickets**

The following are not allowed, and have been the top reasons for receiving parking tickets:

- a. Parking in the visitor lot by a non-visitor
- b. Parking over stall line and/or double parking
- c. Parking in a reserved stall or area that is for the exclusive use of another vehicle
- d. Parking without proper permit
- e. Parking a large vehicle in a compact stall
- f. Parking over the allotted time period in a time allotted stall
- g. Parking a compact vehicle in a “non compact” stall when compact stalls are available
- h. Parking in a fire (red) zone, or an area marked “no parking”
- i. The speed limit in all parking areas is 5 mph. Speeding in the parking garage is inherently dangerous
- j. Any vehicle leaking oil will have a written violation with a warning of possible termination of parking privileges.
- k. Storing vehicles is not allowed. If you will be on vacation or leaving your vehicle for an extended period of time, please notify the property management office.
- l. Any action that creates a safety hazard or violates instructions given according to posted signage or direction by property management personnel.

Parking Violators

Parking Violators will be subject to vehicle being ticketed, towed and/or parking privileges revoked. Any persons with 4 outstanding tickets will be towed upon the 5th violation. Any outstanding violations may be forwarded to collections, thereby affecting personal credit. Additionally, as we re-issue permits annually, any persons with outstanding violations will not be eligible to receive new permit until such violations are paid in full.

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Violation Appeals

If a dispute of a violation is made, it must be done in writing using the Violation Appeals Form (provided in the “Forms” section) within five (5) business days from the date the ticket was issued. This form should then be faxed to (425) 649-8806 for review. After submittal, a decision will be made and a response emailed back.

In order to qualify for an appeal, the appellant must not have been awarded an appeal within the last 12 months and have no outstanding parking tickets.

The following guidelines must be followed when appealing a ticket:

The Appeal Process:

1. Appellant fills out appeal form and submits to parking/Facilities coordinator.
2. Parking/Facilities coordinator reviews form and then forwards it to the SCC property management office within 5 days of issue of ticket.
3. SCC property management office submits forms to Republic Parking.
4. SCC property management will make a decision based on the facts at hand. The decision will be forwarded to both the appellant’s facility contact and Republic Parking.
5. All decisions are final.

If an appeal is rejected, payment must be made within fourteen (14) days of the date ticket was issued in order to avoid additional late fees. After 14 days, a late fee will be added to the ticket and it cannot be voided. Tickets may be paid online at www.rpnw.com.

The Property Management Office appreciates your cooperation with all of our parking policies and procedures.

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INSERT VIOLATION APPEAL FORMS HERE