

PARKING POLICY

STEPPING STONES, 125 LAKE STREET, WHITE PLAINS, NEW YORK 10604

Please retain for future reference.

(Revised December 23, 2011)

PARKING IS BY ASSIGNMENT ONLY.

THERE ARE NO PROVISIONS FOR ON-SITE GUEST PARKING.

**ALL UNAUTHORIZED PARKING IS SUBJECT TO
IMMOBILIZATION and/or TOWING
AT THE VEHICLE OWNER'S EXPENSE 24 HOURS A DAY.**

A "boot" may be placed on an illegally parked vehicle rendering movement impossible. The "boot" will only be removed by the towing company upon payment of the appropriate fee by the vehicle owner. A vehicle with a "boot" is still subject to towing. It is the vehicle owner's responsibility to contact the towing company to arrange removal of the "boot".

MANAGEMENT WILL NOT BE ABLE TO REMOVE "BOOTS".

ALL MANAGEMENT AUTHORIZED TOWING & IMMOBILIZATION WILL BE DONE BY:

**RJT MOTORISTS SERVICES INC. (914) 948-1100
101 Westmoreland Avenue, White Plains, NY 10606**

UNAUTHORIZED PARKING IS DEFINED AS FOLLOWS:

- PARKING IN OTHER THAN YOUR OWN ASSIGNED SPACE.
- PARKING MORE THAN ONE CAR IN A SPACE.
- PARKING NEAR THE TRASH BIN OR MAILBOXES IN FRONT OF THE BUILDING.
- PARKING ALONG THE FRONT FENCE.
(UNLESS YOU HAVE A VALID PERMIT FOR THE SPECIFIC SPACE ASSIGNED TO YOU.)
- PARKING IN ANY FIRE LANE DESIGNATED BY THE WHITE PLAINS FIRE DEPT.
- PARKING UNDER OR IN FRONT OF THE CANOPY BETWEEN THE BUILDINGS.
- PARKING ANYWHERE YOU WERE NOT SPECIFICALLY ASSIGNED TO PARK.

IF YOU FIND SOMEONE ILLEGALLY PARKED IN YOUR SPACE...

1. PARK IN SPACE #8 at the front of the building.
2. LEAVE A NOTE AT THE NORTH LOBBY OFFICE WITH YOUR NAME, THE TIME AND DATE, YOUR APT. #, SPACE #, AND A DESCRIPTION OF THE VEHICLE PARKED IN YOUR SPACE INCLUDING THE LICENSE PLATE.
3. INCLUDE A DESCRIPTION OF YOUR VEHICLE NOTING THAT IT IS PARKED IN SPACE #8.

**IF YOU DO NOT FOLLOW THESE INSTRUCTIONS
YOUR CAR WILL BE TOWED FROM SPACE #8.**

Snow removal: Although driveways are plowed by an outside contractor the tenant is responsible for removing snow from in and around their parking space.