

MAGELLEN PROPERTIES, INC. PARKING POLICY/RULES

RESIDENT PARKING: Only vehicles registered with the office, and that display the proper sticker in the window of their vehicles are allowed to park around the perimeters of the buildings. **NO EXCEPTIONS.**

If there is an unregistered vehicle found parked in Tenant Parking it will be towed at **9:00PM sharp**. If there is an emergency, or someone is just running for a moment, they are allowed to do so only if they put their flashers on. The towing company will allow you a short period for this practice.

VISITOR PARKING: If you have a visitor whose car will be parked on the property, it must be parked in Visitor Parking and you must call Midnight Services, Inc. with the vehicle information or your guest(s) risk having the vehicle towed at their expense (\$170). **YOU MUST PLACE THE CALL BEFORE 11:00PM TO AVOID BEING TOWED.**

The number of days we will allow your guests to remain in the lot is **5 DAYS**. If you have a special situation with a guest who will be expected to stay longer, you must clear it with the office and we will handle the clearance with the towing company. **YOU MUST CALL EVERY NIGHT TO REGISTER THE VEHICLE; at no time can the dispatcher clear a vehicle for more than one night, regardless of what they say. PLEASE MAKE SURE YOUR GUEST(S) DO NOT PARK IN RESIDENT PARKING.**

The Midnight dispatcher will need the following information when you call in a vehicle:

1. Your building number
2. The year, make and model of the vehicle
3. The license plate number

**MIDNIGHT SERVICES, INC.
531 W. WINTHROP
ADDISON, ILLINOIS 60101
24 HOUR PHONE
630-543-2367**

Note: If in doubt it is best to call the towing company, or me to provide proper direction. Do not wait until you have been towed. You can reach me at either of these numbers: 630.832.6968 (office), or 630.417.7396 (mobile).