



NEW ACCOUNT INSTRUCTIONS

DATE: FRIDAY, JANUARY 02, 2015
TO: PROPERTY MANAGER / OWNER
FROM: BURT DEAN, OWNER
RE: INSTRUCTIONS FOR PROCESSING TOWING AGREEMENT

PROPERTY SETUP FORM, ATTACHED:

- ✓ If the property is located within San Jose city limits, a San Jose permit required, the fees must be submitted with the application from a property bank account.
- ✓ Number of signs required,
- ✓ Number of parking permits requested for resident stalls; and sign for authorization to post the required signs.

CONTRACT FORM:

Subject property name: please enter the subject property name and property address:

- ✓ **Property owner:** please provide the name of the owner/ agent, and their contact person
- ✓ **Authorized signers:** provide up to three names, including security companies, site managers, and/or staff who are authorized to enforce property parking rules by towing.
- ✓ **Rebello's services:**
 - Please circle yes or no for your election of services:
 - **(yes/no) pro-active / General Authorization services, by scheduled appointment:** we randomly tour the complex and tow vehicles from fire lanes, and schedule appointments to meet your authorized person to inspect parking permits and other parking violations.
 - **(yes/no) re-active / Specific Authorization services, 24-hours on call:** no towing would be conducted unless your authorized person calls and requests a tow, and personally signs for the tow.
- ✓ **Terms:**
 - Enter the date service is authorized, with a termination date. This period will automatically renew for successive periods, and can be terminated at any time.
- ✓ **Sign**
 - Print your name with the date you sign.

CONTRACT MAINTENANCE FORM:

- ✓ **Contract maintenance update form can be used to change or update towing instructions in the future.**
 - Allows property management to change their instructions for:
 - Authorizing or deleting signers or security companies for tows
 - Instructions for future towing; i.e., re-active to pro-active towing or vice-versa, special requests

SAN JOSE TOW PERMITS APPLICATION (FOR SAN JOSE PROPERTY ADDRESS, ONLY):

- ✓ Please complete all the blank spaces and return to Rebello's with the required fees. We will process the application. The signs must be posted on the property for inspection by the city. It may take two to four weeks for the Tow Permit to be issued.

Please, 1) Return the above forms to Rebello's for endorsement; 2) we will sign and return the original of the Service Agreement, 3) we will install the property signs as agreed, and 4) process the San Jose Tow Permit Application. TOWING CAN BEGIN WITHIN 96 HOURS AFTER THE PROPERTY SIGNS ARE POSTED, EXCEPT FOR SAN JOSE WHERE THE "RESTRICTED PARKING" SIGNAGE IS INSPECTED AND WE WAIT FOR THEIR APPROVAL LETTER.