

5. PARKING INFORMATION

A. Vehicle Registration

The attached Secard/HID access form allows you to register the owner, license plate number and model of the cars of your employees. This information is extremely helpful in the event of an accident or emergency involving a vehicle while it is parked in the garage. This also allows Southfield Town Center Management to notify you if you have left your lights on, your alarm is going off, your sun roof is open, etc.

All vehicles should always be locked and fully secured while parked in the structure. Southfield Town Center Management is not responsible for any damage / theft / vandalism while parked in the parking structure or surface lot areas.

B. Parking Structures

When driving in the parking structures, please obey these important rules:

- NO SPEEDING, speed limit is 5 miles per hour
- Slow down at intersections; look both ways
- Avoid parking oversized vehicles at the end of rows and at corners. They block the vision of other drivers.
- No littering

All parking structures are equipped with elevators to take you to the proper level to enter the building. The parking structures are designed with a clearance of 6'8" (six feet, eight inches).

C. Reserved Parking

Reserved parking is available in all parking structures. The charge for reserved parking is \$65.00 per month. Reserved parking may be arranged by contacting the Southfield Town Center Management Office at 248-350-2222 or southfieldtc@transwestern.com.