

[date]

[name]
[address]

Dear [name],

This is the rental agreement for parking at Parkview Presbyterian Church at 727 T Street, Sacramento, CA 95811. The terms of the rental agreement are as follows:

- This is a month-to-month rental agreement.
- The monthly fee is \$50.
- Payment is due by the 5th of the month. Make checks payable to Parkview Presbyterian Church. You are responsible to pay any bank fees for returned checks. You may also pay online using the "Support Parkview" tab on our website and choosing "Miscellaneous Payments." In the note section please add "Parking" and your space number.
- Parking is allowed Monday through Friday only, 6:00 am to 6:00 pm.
- Your parking space is #[space]. You are not allowed to park in any other space.
- Parking availability is not guaranteed. Sometimes unauthorized people use our parking spaces. We suggest you arrive early and have a back-up plan, if the space is not available.
- You may share this space with one other person, but you are responsible for payment. They must fill out the Parking Tenant Form as well.
- Parkview Church is not responsible for any damages or theft of your vehicle while you are using the parking space.
- Provide a 30-day written notice to end your agreement.
- Parkview will provide a 30-day written notice of any changes to the rental agreement or fee.

Please sign and return one copy of this letter and return it with the Parking Tenant form by [date]. The second copy of this letter is for your records. Please feel free to call me if you have any questions.

Sincerely,

Kris Sazaki
Office Manager

I agree to the terms of the rental agreement.

[name]