

**CITY OF MIAMI PARKING SURCHARGE  
ANNUAL REGISTRATION FORM  
2009 - 2010**

PROPERTY NUMBER  This number refers to this property only. Please reference on all remittances.

**FACILITY INFORMATION**

<b>FACILITY ADDRESS</b> _____	<b>FACILITY NAME</b> _____
(Location address should be the same address as listed on the Business Tax Receipt and Certificate of Use for this facility)	
CITY OF MIAMI BUSINESS TAX RECEIPT NUMBER	<input style="width:100%;" type="text"/>
CITY OF MIAMI CERTIFICATE OF USE NUMBER	<input style="width:100%;" type="text"/>
Location Start Date <input style="width:100px;" type="text"/>	Former Operator _____
<b>MAXIMUM VEHICLE CAPACITY</b> <input style="width:100px;" type="text"/>	(If start date is after 9/1/99)

<b>WHICH OF THE FOLLOWING BEST DESCRIBES THIS FACILITY?</b>		
<input type="checkbox"/> Surface Lot	<input type="checkbox"/> Garage (free standing)	<input type="checkbox"/> Garage (attached to building)
<input type="checkbox"/> Garage w/ Surface Lot	<input type="checkbox"/> Wrecker Storage	<input type="checkbox"/> Repair Shop Storage
Is this facility used for Valet Parking? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other _____

<b>WHICH OF THE FOLLOWING BEST DESCRIBES THE CONTROLS FOR LEASED (MONTHLY) PARKING FOR THIS FACILITY?</b>	
<input type="checkbox"/> Hangtags	<input type="checkbox"/> Electronic Control Cards with Access Gates
<input type="checkbox"/> Permits or Decals	<input type="checkbox"/> Other - Please Explain: _____

<b>CHECK ALL OF THE FOLLOWING THAT DESCRIBE THE CONTROLS FOR VISITOR/TRANSIENT PARKING FOR THIS FACILITY?</b>	
<input type="checkbox"/> Manually Issued Tickets	<input type="checkbox"/> Manual Collection of Revenue
<input type="checkbox"/> Automatic Ticket Dispensing Machine	<input type="checkbox"/> Attendant Operated Fee Computer
<input type="checkbox"/> Unattended Facility with Coin Machine, Meters or Honor Box	
<input type="checkbox"/> Other - Please Explain: _____	

<b>FOR WHAT TYPE OF PARKING IS THIS FACILITY USED?</b>		
<input type="checkbox"/> Leased (Monthly) Parking	<input type="checkbox"/> Visitor (transient) Parking	<input type="checkbox"/> Vehicle Storage
# of spaces _____	# of spaces _____	# of spaces _____

<b>*** IMPORTANT ***</b>	<b>RATE INFORMATION (Before Sales Tax and Surcharge)</b> Please describe in detail all of the various rates for this facility. Please include all monthly (lease), daily (incremental), flat, event, weekend rates, etc.

All parking operators and/or owners must notify the City in writing of any changes in their parking rates within seven (7) days

**PROPERTY OWNER INFORMATION**

PROPERTY NUMBER \_\_\_\_\_

check here if owner is to receive correspondence regarding the parking surcharge

OWNER'S NAME \_\_\_\_\_

(Owner's name as appears on the Miami-Dade Property Tax files)

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ FAX NUMBER (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**OPERATOR INFORMATION**

check here if operator is to receive correspondence regarding the parking surcharge

OPERATOR'S NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ FAX NUMBER (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

***Attachment: (Your registration will not be processed without this information)***

Attach a schematic or drawing of parking facility perimeters. Include the names and/or numbers of the streets bordering the facility and indicate all entrances and exits. Please notify our office of any alterations made to any location by way of a revised drawing within seven (7) days of any alteration.

\_\_\_\_\_  
*Signature of Business Tax Receipt Applicant*                      *Date*

(\_\_\_\_) \_\_\_\_\_  
*Telephone*

Return completed form to: **The Parking Network  
Parking Surcharge Administration  
2650 Biscayne Boulevard  
Miami, FL 33137  
(305) 571-1951**

**FOR OFFICE USE ONLY:**

Verified and Entered by: \_\_\_\_\_

Date: \_\_\_\_\_