



KCIN Parking Association

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KCIN Parking website:

<https://irvineconcourseparking.com>

KCIN PARKING ASSOCIATION GUIDE

Welcome to the KCIN Parking Association

We are pleased to welcome you to the KCIN Parking Association. This guide has been prepared to help answer many of the most common parking-related questions.

If you require additional assistance, please feel free to contact us at any time by phone or email.

If you would like an electronic version of this guide, please visit the website or request a copy from the parking office.

👉 <https://www.irvineconcourseparking.com>

Parking Checklist

Parking Forms

- All parking-related forms are available online <https://www.irvineconcourseparking.com>

Access Card Requests

- Complete an **Access Card Request Form** for each employee requiring a parking access card.

Reserved Spaces Request Form

- This form must be completed **in addition to the Access Card Request Form** for any employee requesting a reserved parking space.
- Once the completed form is received, the Parking Office will assign and provide the **designated space number(s)**.
- Please note that the total number of reserved parking stalls is governed by your lease.

Building Access Cards

- Contact your building's **Property Manager** to obtain and complete the Building Access Card Request Form.

Access Card Requests, Data Changes, and Terminations

Requests & Updates

- Ensure all required fields are completed when submitting new or updated requests.
- **Accurate vehicle information is mandatory.**

Update your records if any of the following changes occur:

- New vehicle
- License plate change
- Additional vehicles (occasional use)
- Name change

Keeping your information current increases the likelihood of **uninterrupted access and accurate billing**.

Important Note

- Monthly parkers should **not use parking tickets for entry** and should instead use their assigned access method.
- If a ticket is accidentally issued, it must be **submitted to the Parking Office** to clear the system.
- Failure to clear the ticket will result in **accumulation of daily posted rates**.
- The ticket will be **linked to the vehicle's license plate** until the balance is resolved.

Terminations

- Include the following when submitting a termination request:
 - Company name
 - Employee name
 - Parking access card number
- Terminated employees **do not need a ticket or card to exit**, provided their license plate is on file.
- Submit a **cancellation request promptly** to terminate access and avoid future charges.

Point of Contact

To prevent duplicate requests and unnecessary charges, we strongly recommend assigning a **single point of contact** for all parking-related communications.

Monthly Parking Invoices

Online Invoice Access – Go Green with KCIN Parking

As part of our sustainability efforts, KCIN Parking Association provides **paperless invoicing**.

- Invoices are distributed via **email**, there is an option to add a secondary email
- Ensure we have the correct billing contact to avoid delays

The online portal allows you to:

- View current and past invoices
- Print invoices
- Make payments at your convenience

👉 <https://parkchirp.com/account>

Billing Procedure

Invoice and Payment Timing Policy

Invoices are generated on or around the **15th of each month** (Legal Holidays excepted)

- **14th** if the 15th falls on a Saturday
- **16th** if the 15th falls on a Sunday

Changes submitted after this date will appear in the **next billing cycle**.

Payment Due Date Policy

Monthly Parking Payment Requirements

Monthly parking privileges are governed by your lease agreement.

Important Notes:

- Payment is due by the **1st of each month**
 - Payments received after the **5th** are considered **late**
 - **No prorations:** Partial-month usage is billed at the full monthly rate
 - **Cancellations:** Must be submitted before the **first (1st) business day** of the month for credit eligibility
 - Late fees apply to overdue balances
 - Accounts unpaid after the 5th may result in **deactivation of all parking access cards**
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Validations

Online Validation (OLV) & QR Code Reader (Recommended)

👉 <https://secure.parkonect.com/validators.aspx>

Electronic validation options eliminate the need for physical tickets and are highly recommended.

Benefits:

- Visitors exit using their **entry ticket only**
- Billing is based on **actual usage**
- Invoices are issued the **first week of the following month** and are **due within 15 days**

To set up an account or order a QR reader, contact the Parking Office.

Printable Validations – Payment & Request Process

Available on a **Cash / Check on Delivery (C.O.D.) basis only**.

Process:

- Submit request via the parking website <https://www.irvineconcourseparking.com>
- Invoice issued within **24 hours** (Mon–Fri, excluding holidays)

- Provide proof of payment once completed
- Validations will be emailed upon confirmation

Accepted Payment Methods

- Online (bank account, debit, or credit card)
 - Parking Office accepts **checks and cash only**
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Current Validation Rates (15-Minute Increments)

- **15 Minutes:** Min. 100 — \$1.25 each
- **1 Hour:** Min. 100 — \$5.00 each
- **All Day:** Min. 20 — \$17.00 each

Note:

Use up to **3 hours and 16 minutes** of incremental validations to equal the all-day rate.

Parking Ticket Options

- Printed
- Paperless / digital

Parking Ticket Process

- Visitors obtain a ticket by selecting “**Print Ticket**” at entry.
- Frequent visitors may opt for a **digital ticket** by entering their mobile number.

Printed Tickets

- Place validation stickers on the **back of the parking ticket**.

Exit Instructions

1. Scan the **parking ticket**
2. Wait for the **amount due** to appear on the screen
3. Scan each **validation individually**

Important Note

- Monthly parkers must **not use parking tickets for entry** and should instead use their assigned access method.
- If a ticket is accidentally issued, it must be **submitted to the Parking Office** to clear the system.
- Failure to clear the ticket will result in **accumulation of daily posted rates**.
- The ticket will be **linked to the vehicle's license plate** until the balance is resolved.

Lost Tickets

- Select the **"Lost Ticket"** option at the exit station. A **lost ticket fee**, equivalent to the posted daily maximum rate, will apply.
- Guests may then:
 - Scan a valid parking **validation**, or
 - Pay the **posted daily rate** to exit the facility

Overnight Parking Policy

Vehicle storage is **strictly prohibited**. However, as a tenant amenity, overnight parking is permitted for **business travel only**, for a maximum of **seven (7) consecutive days**.

Important Notes

- Vehicles exceeding the 7-day limit may incur additional charges or be subject to towing at the vehicle's owner's expense
- Submit requests using the Overnight Parking Form available on the website <https://www.irvineconcourseparking.com>
- Current fees noted on the Overnight Request Form

ANTI-PASSBACK:

Our parking control system includes a common security feature that **does not allow access cards to be used consecutively in the same direction**. If you are assigned a parking access card, you must use it to **enter and exit** the facility each time.

Please note:

- If your card is used to allow a visitor to exit, it will **not function again** for a second exit attempt.
 - **Passback violations** will result in a charge of the **maximum daily posted rate of \$17.00**.
 - For security and operational integrity, **do not share your parking access card** with others.
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Forgotten Access Card

If you do not have your parking access card (e.g., left in another vehicle or misplaced), please take a **parking ticket upon entry**. You may then:

- Have the ticket **validated through your office**,
- Visit the **Parking Office for validation**, or
- Pay the **posted daily rate** at any pay station

Keycard Processing Fee

A one-time, **non-refundable fee of \$25.00** applies to all **new and replacement parking access cards**. This fee is due at the time of issuance.

Parking Structure Rules Reference

For the most current rules and guidelines related to the parking structure, please refer to the **Parking Access Request Form** available on the parking website <https://www.irvineconcourseparking.com>

Amenities

Battery Charge Assistance

- If you require battery assistance, please contact **Security** at **(949) 560-7550**. This service is provided Monday – Friday 6:00am – 6:00pm; Saturday & Sundays from 8:00am – 2:00pm.

EV Charging Stations

- Electric Vehicle (EV) charging stations are available for tenant use.
 - Please refer to **posted signage** for instructions and availability.
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Lost and Found

Items found within the parking structure are turned in to the **Security Department**, located at: 2030 Main Street Suite 150, **Monday – Friday 08:30am – 4:30pm**

If you have lost an item, please contact Security:

- **24-Hour Parking Security:** (949) 560-7550
- **Security Supervisor:** (949) 261-8740

Security staff will assist in locating and returning lost items whenever possible.

Parking Rules & Regulations / Safety Compliance

All posted signage, parking rules, and the designated speed limit (5MPH) must be strictly followed at all times. Please refer to the Parking Access Request Form for additional Parking Rules and Regulations.



Automated Parking Facility

» No Cashier At Exit «

Parking Rates

\$1.25 Each 15 Minutes

\$5.00 Per Hour

\$17.00 Maximum



* No Cash Accepted *
Credit And Debit Cards Only

Lost Ticket Pays Maximum

➔ **Pay Here** ➔

Pay faster and exit easier
with Express Pay



Ways to pay:

