



KCIN Parking Association
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Welcome to the KCIN Parking Association. We have prepared this guideline to assist in answering many of the most common parking questions. Please contact us anytime by phone or email. If you would like an electronic version of this form, please visit <https://irvineconcourseparking.com>

Parking Check List

- Access Card Request Form: Complete for each employee who requires a Parking access card only. Please contact your building Property Manager for Building Access Card Request
[Parking Access Form - KCIN](#)
- Email parking office to set up On Line Validations account
connie.turcios@abm.com

Complete Validation Request Form: we recommend you use this method as back up in case your guests forget to take their ticket to be validated via Online.
[Validation Order - KCIN](#)
- Overnight Form: this form needs to be filled out prior of leaving the vehicle at the property, maximum of 7 days
[Overnight Parking Request](#)
- Reserved Spaces: If your company requires Reserved spaces please contact the parking office for availability (949) 261-8729.
- You can also find all the forms at <http://www.irvineconcourseparking.com>

ACCESS CARD REQUESTS, DATA CHANGES AND TERMINATIONS:

- New & Data changes – Complete all fields requested on the form. Vehicle information is mandatory. Please make sure to update parking for all vehicle changes (i.e. new vehicle, license plate change, additional vehicles you may occasionally use, name change, etc.)
- Terminations – Include the company, employee name and access card number. If you have an employee who was terminated and needs to exit without an access card, please let us know before they get to the exit.
- The link below will direct you to the card access forms:

[Parking Access Form](#)

Note: We prefer one point of contact to avoid duplicated requests and charges.

VALIDATIONS:

Validation chaser tickets are sold on a C.O.D. basis only. Please use the link below to complete your request. Your validations will typically be delivered to your office within 24 hours of your request Monday through Friday except holidays. Please have your check ready upon delivery. You may also pay your validation through our online payments site referenced below.

The link below will direct you to the validations forms:

[Validation Order - KCIN](#)

ONLINE VALIDATION (OLV):

This process allows you to provide validations on line, without the use of validation chaser tickets. We encourage all tenants to set up online validation. Online validation set up will allow your visitors to exit the facility using only their entry ticket. They will not need to insert multiple validation chaser tickets at the exit. The convenience of being invoiced for the usage at the end of the month is another great feature of this option.

Please contact our parking office to set up your account. Once we create your account, this is the link you can paste to your desktop to validate your tickets.

<http://www.kcinparking.com>

OVERNIGHT PARKING:

Vehicle storage is prohibited in the parking structure. However, as an amenity to our tenants only, overnight parking for a maximum of seven (7) days for business trips only is allowed. Maximum of seven (7) days will incur charges or will be subject to tow at vehicle owner's expense. The overnight form link is below.

[Overnight Parking Request - KCIN](#)



MONTHLY PARKING PAYMENTS ONLINE:

We are part of the Green Parking Council. We encourage tenants to go paperless by signing up for your parking invoices online. Setting up this account will enable you to print, pay, and view invoices, past and present, anytime. Contact the parking office if you need further assistance or go online to:

<https://payments.abm.com>

PAYMENT DUE DATE:

Monthly Parking: Your parking rights and associated payments are a requirement of your lease agreement. Payment is due by the first (1ST) day of the current month and shall be considered late if not received by the fifth (5th) and a late fee will be assessed. Payments not received by the 5th of the month will be subject to additional late fees and will result in the deactivation of all parking access cards. As such, please contact us immediately if you have any questions or concerns when you receive your parking invoice.

VALIDATIONS (Chaser Tickets) – Cash on Delivery Only.

Current Rates, increments of 15 minutes

15 Minutes, minimum order of 100 tickets, \$1.25 per ticket

1 Hour, minimum order of 100 tickets, \$5.00 per ticket

All Day, minimum order of 20 tickets, \$17.00 per ticket

To cover “all day” using 15 minutes or 1 Hour validations validate for a maximum of 3 hours and 16 minutes, which is the equivalent of all day.

ONLINE VALIDATIONS and AR-100 VALIDATOR MACHINE

Usage will be invoiced at the end of each month. Invoices are due upon receipt. AR-100 Validator machines are available for purchase for \$1,500.00. This form of validation does not require a computer and is a small device that can be placed on a desk. You simply insert the parking ticket and it is validated. The AR-100 Validator and Online Validations will benefit your guests when exiting by using the same entry ticket that was issued to them.



BILLING PROCEDURE:

Invoices are generated on or around the 15th of the month (typically the 14th if it falls on Saturday and the 16th if it falls on Sunday), any changes you make after this date will be updated on your next billing cycle. If you made cancellations between the 15th and last day of the month, you may short pay your monthly invoice. We will adjust your account accordingly.

Note: Payments are due by the 1st of the current month and considered late on the 5th, subject to late fee. There are no pro-rations. Access cards added during any date during the month will be charged the full month's fees. Cancellations must be made prior to the first (1st) business day to receive credit for the month.

PAY STATIONS:

Pay stations are located on the first floor of each of the parking elevator lobbies. Please encourage all your visitors to stop at the pay station to process their ticket so they do not hold up traffic doing so at the exit. The pay station in the C section (across from the 2040 Main Street) is the only one that accepts cash.

If you have a visitor who lost their ticket, they will need to stop by C section and push "lost ticket" and then pay the lost ticket fee, which is currently \$17.00 so they can exit.

ANTI-PASSBACK:

This common feature in our parking control system does not allow for cards to be used in the same direction consecutively. If you are assigned a parking access card, you must use it to enter and exit at all times. If the card is used to let a visitor to exit, it will not work the second time to exit. Passback violators will need to pay the maximum daily-posted rate. Please do not share your parking card with others.

FORGOTTEN CARD:

If you do not have your access card (i.e. left it in another car, misplaced it), please take a parking ticket and either validate from your office or stop by any of the parking elevator lobbies to pay the posted rates. Lost cards should be replaced immediately. The lost and new card charge is \$15.00 non-refundable fee.

PARKING AGREEMENT:

For the most recent set of rules related to the Parking Structure, please refer to the Parking Access Request Form link below.

[Parking Access Form - KCIN](#)



AMMENITIES:

- Battery Charge Assistance – please contact security at (949) 560-7550
- EV Charging Stations

LOST AND FOUND:

Items lost and found in the parking structure will be turned in to our Security Department, below are a few numbers to reach out to them

Security Supervisor - (949) 261-8740

24 Hour security - (949) 560-7550

Automated Parking Facility

No Cashier At Exit

**Please Take Your Ticket With You
And Pay At The Automated Pay Stations
Before Returning To Your Vehicle**

**Automated Pay Station Located On
Ground Level Of Parking Elevator
Lobbies in Sections A, C and D.**

LEGEND

- X** PAYMENT MACHINE
- CREDIT / DEBIT CARD
- CASH

BUILDING SIDE

A **B** **C** **D**

FREEWAY SIDE