

Application to Trade Parking Spaces

Applicant # 1

Please Check One:

Employee

Student

SAP # _____ Department: _____

Name: _____

Current Parking Assignment: _____

Location of Trade: _____

Building you work in: _____

Reason for Trade: _____

Applicant # 2

Please Check One:

Employee

Student

SAP # _____ Department: _____

Name: _____

Current Parking Assignment: _____

Location of Trade: _____

Building you work in: _____

Reason for Trade: _____

I certify that I will not be leaving the UAMS campus within the next 60 days. I understand that if either party associated with the above parking trades clears campus within 60 days the trade will be revoked.

Applicant #1 Signature

Date

Applicant #2 Signature

Date

Policy

- 1 *In order to be approved, the trade should be fair to all parties as well as those currently on the waiting lists.*
 - a *The waiting lists should be similar in relation to the application date which is currently being assigned.*

Example: Request to trade spaces with Lot 9 and Parking 3

 - I *Lot 9 we are currently assigning applicants who applied in June 2017*
 - II *Parking 3 we are currently assigning applicants who applied in November 2015*
 - III *This request would not be approved based on length of waiting list*
 - b *The goal is to be fair to those on current waiting list who have been waiting for parking assignment*
 - c *If either party clears campus within 60 days the trade will be revoked*
- 2 *Parking will review the application and notify both parties within 5 days. If it is determined that the trade is fair and equitable you will both be provided instructions to complete the trade.*

Process

- 1 Both parties should complete and sign the application to trade parking spaces
 - a Submit completed application to parking@uams.edu
 - b The request will be considered and determination made within 5 business days
 - c *Trades should be similar based on current waiting list*
 - d The Business Manager will review all request for parking trades to assure the request is equitable
 - e Approval and notes will be added to both parties parking record
- 2 Upon Approval both parties will need to come to the parking office together to complete trade
 - a New decals are required