

# Do you lease a car space out?

## Steps for You & the Driver

### WHAT IS NPR

The NPR system uses a camera to recognise which vehicles are permitted to enter the carpark. If the vehicle's registration has been entered in the NPR system, the carpark door will open as the vehicle approaches.

Anyone parking in our building (including non-residents who lease a car space) will need their vehicle listed in NPR. The security Fob will only be used to open the internal roller door just inside the carpark and for the lifts to and from the carpark.

### INTRODUCTION PERIOD

NPR will go live mid-August (date to be announced). For the first few weeks, both the NPR and Fob systems will operate. This will allow any issues with NPR to be reported and resolved. After this period, FOB entry will be turned off.

### IF A VEHICLE IS NOT REGISTERED?

When NPR becomes the only system – an unregistered vehicle will not trigger the carpark door. The Concierge will not allow entry. The driver will need to find other parking.

### HOW DOES THIS CHANGE LEASING A CARSPACE?

- Coordinate** - The Owner / Tenant and Driver (Lessee) must provide information to the Concierge so the vehicle is entered into the NPR system.
- Act early** – Help the leasing Driver get NPR registration early to avoid any hassles when NPR is the only access system.

### I'M LEASING MY CARSPACE OUT. WHAT DO I NEED TO DO?

Apartment Owners and Tenants need to do these steps, so the leasing Driver vehicle is listed in NPR.

- Get the Residents Registration form (download or pick up a copy at the Concierge desk)
- Enter your info, parking level and car space number in a Resident's Registration form
- Give the form to the Lessee to enter their contact and vehicle details
- Instruct the Lessee to see the Concierge with the form and their Fob (for programming).
- Give the Lessee written authority to use the car space. They need to keep this document in their car at all times to confirm they are authorised to be there.

### IF YOU ARE A TENANT – AN EXTRA STEP

- Obtain written permission to lease out the car space from the Owner or Property Manager of your apartment. Attach it to the Residents Registration form for the Concierge.

### QUESTIONS?

Contact the Concierge, or send a question via [TheAlexanderApartments.com.au/Contact](http://TheAlexanderApartments.com.au/Contact)