

SpotsOnSpots — Garage Access Guide

For spot owners, renters, and building managers · hello@spotsonspots.com

SpotsOnSpots matches a resident who has a parking spot with a verified neighbor who needs one. It does **not** control or manage your building's physical access. Granting a renter access to the garage stays on your building's existing system, exactly as it does for any guest or contractor. This guide explains how to do that safely — so a short-term parking rental never turns into someone holding open-ended access to your building.

The one rule that matters most

Prefer plate-based or garage-only access. Do not hand over a personal, multi-use building fob for the length of a rental.

A personal fob usually opens far more than the garage — elevators, amenity floors, mail rooms, your own residential floor. Lending it to a renter for three to twelve months gives a near-stranger standing access to the building. It is also hard to get back and easy to forget. There are better options for every building.

For spot owners — how to grant access safely

- **Best:** if your garage uses license-plate recognition (LPR), ask management to add the renter's plate to the garage list for the rental term. Nothing physical changes hands, and access ends when the plate is removed.
- **Good:** if management issues garage-only guest credentials or a garage-only clicker, request one scoped to the garage for the term. It opens the gate and nothing else.
- **Only if unavoidable:** if the building can only provide a general fob, ask whether a spare, garage-limited fob can be issued instead of lending your personal one. Record which credential you gave and its number.
- Confirm the renter's vehicle and plate match what is on the rental request before granting access.
- Note the access method and date in your own records (and in the SpotsOnSpots rental notes if available), so both sides have a clear trail.

For renters — what to expect

- You should receive garage access only — a plate added to the system, or a garage-only credential. You should not need, or expect, a fob that opens residential floors or amenities.
- Use the spot only for the vehicle listed on your request. Do not share access with anyone else.
- Return any physical credential, and confirm your plate can be removed, on or before the last day of the term.

At the end of the term — close the loop

- **Owner:** on the end date, ask management to remove the renter's plate from the garage list, and collect any physical credential you issued.
- **Renter:** return the credential and confirm removal. Keep a copy of that confirmation.
- If the rental renews, re-confirm the access arrangement for the new term rather than letting the old one roll over silently.

For building managers

- Recommend plate-based or garage-only access for spot rentals in your building rules, and discourage residents from lending personal multi-use fobs.
- Treat a spot rental like any guest access: grant garage-only, time-bound to the rental term, and deprovision on the end date.

- Capture the access method in the rental record. SpotsOnSpots logs every approval, and the rental notes can record how access was granted, giving you an auditable trail if a question ever arises.
- You retain full control: management can revoke a listing or suspend an account from the dashboard at any time, which is independent of the physical access you grant.

This guide is general operational guidance, not legal or security-engineering advice, and it does not change your building's own rules or access system. Questions: hello@spotsonspots.com