REPLACEMENT PARKING PERMIT REQUEST FORM

DATE: _____

OWNER NAME: _____

ADDRESS: _____

I am writing to request a replacement parking permit for my condominium. The original permit was:

____ lost ____ stolen

____ never received at settlement ____ prior tenant did not return

Please list the 4-digit Permit number(s) on the permits you <u>CURRENTLY</u> have.

PURPLE PERMIT "A" # _____ BLUE PERMIT #_____ BLUE PERMIT # _____

Please list the number of replacement permits you are requesting _____

When a replacement permit is issued, the old permit will be immediately invalidated and the towing company has the authorization to remove any vehicle from the property that is using the invalidated permit without further notification.

I understand my account must be current and have no maintenance violations on my home in order to receive approval for a replacement permit. I also understand that if a replacement permit is approved, there will be a replacement fee ($100.00 per permit) due and the approval will be for 30 days. If after 30 days from the date of approval, the permit is not picked up, a second request must be made and the replacement fee will increase. Homeowners will be notified in writing of the status of the replacement approval.

_____ _____

Signature Print Name

***<u>NOTE</u>**: Requests can <u>only</u> be received from the owner of the condominium, <u>not</u> the tenant.*

Note: In the event of an owner's vehicle being stolen and the permit is lost as a result, as long as the owner's account is current and there are no outstanding maintenance violations, the parking permit can immediately be replaced at no charge, if the owner furnishes the police report number at the time of issuing the permit. The owner will then have 10 business days to provide a copy of the actual police report. If a police report cannot be submitted, the owner will have to pay the full replacement cost or the parking permit will be voided. Homeowners will be notified in writing of the status of the replacement approval.