

***Richmond Terrace Condominium Association***  
***Guest Vehicle Registration / Temporary Parking Pass Assignment***

Please register your guest\* vehicle and obtain their temporary parking pass by returning this form to the Association Office.

Unit Number: \_\_\_\_\_

Vehicle Information

Year:

Make:

Model:

Color:

License:

Date(s) of visit:

\*A guest, as it relates to this Parking Policy, is defined as anyone associated with a resident who does not claim Richmond Terrace Condominiums as their principal residence and who does not have a Richmond Terrace parking sticker on their vehicle. Guests of residents are allowed to park anywhere on the Condominium property without a guest pass for up to one 24 hour period or portions of the same 24 hour period. The 24 hour period is defined as starting at the time the guest first parks on the property and does not re-start if the guest vacates the property during that 24 hour period. Any guest parking on the property immediately consecutive to that 24 period must obtain a Guest Parking Pass from the Condominium Association and must park in the associated resident's Unit assigned underground garage parking space or the Red or Blue striped spaces only during allowable times.

\*\*A Resident is solely responsible for obtaining required guest passes, the display of guest passes and proper parking space location of their guests' vehicle, subject to enforcement per rule #15. Residents may obtain a guest parking pass for the same guest totaling a maximum of fourteen days per a three month period. The three month period starts on the date the first pass is issued and ends ninety days later after which time a new three month period may begin. A request for an exception to this portion of the Parking Policy wherein a parking pass is requested for additional days for the same guest during an identified three month period must be granted by the Richmond Terrace Board of Directors, subject to their sole discretion. In situations where a guest pass is required (see above) during a Monday – Friday period of time, the guest pass must physically be obtained from the Condominium Administration. In situations where a guest pass is required during a holiday or weekend for an unexpected guest and the Condominium Administration is unavailable to provide a physical guest pass, the resident must email the guest pass request to the Administration and include relevant vehicle description and license plate number. E-mail address is [info@richmondterracecondos.net](mailto:info@richmondterracecondos.net) If continued guest registration is required for the same guest, the resident must obtain a physical guest pass on the first day that the Administration office reopens.