



## Residential permit eligibility and requirements

### Eligibility:

Residential and visitor parking permits are ONLY issued to persons whose primary place of residence is located within the designated permit parking area. Please note, all permits must be returned by previous homeowner/tenant prior to the issuance to the new homeowner/tenant.

### Permits will NOT be issued to:

- Property owners or landlords who do not reside at an eligible address
- Property managers
- Owners or occupants of vacation or short-term rental properties
- Vehicles used primarily for commercial purposes (taxis, limos, etc.)
- Campers or trailers or motor homes
- Business entities
- Business addresses or addresses used primarily for commercial purposes

### Provide one of the following accepted proof of residence:

- A current residential lease or rental agreement, signed by all parties, showing each applicant's name, address and unit number. Subleases must also provide a signed copy of the original lease.
- A current (dated within the past three months) piece of mail:
  - utility bill
  - checking or savings statement
  - Renter's Insurance
  - cable/internet/phone bill.

The piece of mail must display the applicant's name and mailing address must match the address on the application. You may black out any other personal or financial information.

### The following will NOT be accepted as proof of residence:

- Mail that shows only a P.O. Box.
- Mail that shows only a service or billing address
- Handwritten or personal mail
- Car insurance
- Mortgage bill
- Mail that has a forwarding address/ Change of Address
- Credit card bill
- IRA account statements
- Checks or paystubs

### Current vehicle registration:

Must provide a copy of the current vehicle registration with the applicant's name on it

If vehicle is registered to parents or a business, then a written, notarized statement is required providing the below

- Must state name of the applicant as the primary driver
- Must state how primary driver (applicant) and the owner are related
- Must include the owner's name, address, and telephone number
- Must provide vehicle plate #, vin #, and make of car
- Note: If business vehicle, then the notarized statement must be on a business letter head