



VEHICLE POLICY

Kingston Arms Apartments

NUMBER OF VEHICLES

Each apartment leased by a tenant/family allows (1) vehicle to be registered to park on housing division property. If a tenant family has more than one vehicle, any additional vehicles must be parked off the site on the public street. Any tenant, who parks more than one (1) vehicle on housing division property will be noticed, fined and/or the unauthorized vehicle will be towed. Each parking violation will be considered a violation of the Lease.

ASSIGNED PARKING SPACES

Parking spaces are not assigned at Kingston Arms due to the limited amount of parking spaces. Parking is on a first come, first served basis. All vehicles will park head-in. No vehicles will be backed into a parking space. All tenants will park between the marked lines of the parking space and the vehicle or load/mirrors may not extend past the interior of the parking stripes/area.

REGISTERING OF VEHICLES

Each tenant/family wishing to park a vehicle on housing division property will register that vehicle with the housing division. Commercial vehicles, with the exception of a standard size passenger vehicle and a standard size pick-up truck, are not allowed to be registered or parked on the apartment site. The vehicle should be properly registered with the Motor Vehicle Division and be properly insured. Any driver of a registered vehicle should be properly licensed.

PARKING DECAL

The resident will receive a parking decal, along with a copy and explanation of the policy, rules and regulations. All vehicles must have an appropriate decal to park in a parking space.

If, for any reason, a tenant no longer owns or operates a vehicle with a current housing division parking decal on it, the tenant will notify the housing division within forty-eight (48) hours of the change. If a tenant acquires a different vehicle and wishes to park the new vehicle in the parking lot, the tenant must ***first*** have a new parking decal issued for that vehicle. Failure to do so ***before*** parking on housing property will result in a notice, fine and/or tow. Only one parking decal per apartment will be issued at any time. Parking decal will be displayed on the driver's side of the rear window; however, the alternate location for tinted windows will be the front passenger lower right side window. The parking decal will be visible at all times. Any alterations to the decal will result in a notice and fine and/or tow and the resident will be required to purchase a new parking decal. The decal will be valid until the vehicle is replaced, damaged and unreadable or the lease is terminated. The cost to the resident for a new vehicle replacement decal or damaged decal is \$1.00 per occurrence.

LOST OR STOLEN PARKING DECALS

If, for any reason, a parking decal that is attached to the vehicle becomes damaged or missing, the tenant will notify the housing division within forty-eight (48) hours. A replacement decal will then be issued. The cost of the replacement decal will be \$1.00.

VISITOR PARKING

Resident's visitors will park only in marked "Visitor" spaces. If there are no visitor spaces available, the visitor will be required to park off the property. Visitors will not park in the spaces available to tenants. Tenants are not to park in visitor's spaces. **Visitors may not park in a visitor space for longer than twenty-four (24) hours without Housing Office approval.**

(NOTE: Residents are required to notify the Housing Office regarding any visitor(s) who is staying overnight.) **Tenants are responsible for their visitors parking.** Visitors parking policy violations may result in a notice and fine and/or towing, and will be charged to the appropriate tenant.

UNAUTHORIZED PARKING

1. No parking outside or beyond the marked parking spaces or having loads or object that protrudes beyond the designated parking space.
2. No parking on sidewalks, pathways or common areas.
3. No parking on lawns or other landscaped areas.
4. No parking in fire lanes.
5. No boats, trailers, or campers.
6. Vehicles larger than the standard size passenger vehicle/van/pick-up truck are not permitted on housing division property.
7. Do not block access to dumpsters.
8. Never block entrances or exists with any vehicle.
9. Do not park in any other area designated by hash marks, and/or no parking areas.
10. Vehicles, which are determined by the housing division to be inoperable or leaking excessive fluids or posing a threat to the safety of the tenants, shall not be stored or allowed on housing division property.
11. Never store or park a motorcycle, motorbike, etc. inside a building/storage unit.

A vehicle may be temporarily parked in the driveway (**EXCEPT MARKED FIRE LANES**) only for and during loading or unloading, **and shall not be left unattended.** Vehicles parked in a driveway for loading or unloading must not block the drive or dumpsters. Any vehicle found in violation of the above policy will result in a notice and fine and/or possible towing at owner's expense.

VEHICLE MAINTENANCE

Vehicle maintenance and washing of vehicles is not allowed on housing division property. Please take your vehicle to a car wash facility to wash your vehicle or a repair or service shop for service. Motor vehicle parts may not be left unattended, stored outside apartments, on the common grounds or around vehicles. Such parts found unattended will be disposed of immediately by housing division personnel and the tenant will be charged for clean up.

INOPERATIVE VEHICLES

No vehicle shall be left inoperative on housing division property for more than forty-eight (48) hours. Tenants may be required to start up and drive a vehicle at the request of the City of Chandler Housing Police Officer or Housing Representative. If the vehicle fails to start, fails to move under its own power, or if the tenant refuses or otherwise fails to start up and drive said vehicle, that vehicle will be considered to be inoperable and the tenant will be noticed, fined and/or subject to towing.

VEHICLES THAT ARE LEAKING EXCESSIVE FLUIDS

After notification the tenant will have 24 hours to clean up leaking fluids because a continuous leak will result in damage to the asphalt. Clean up includes removing any material(s) used for absorbing fluids.

To avoid a ticket, cleanup charges and/or repair charges for damage, or staining to the surface, tenants are highly encouraged to use a drip pan under any vehicle with gas, oil, transmission, or radiator leaks. If a drip pan will be used, ensure you mark the pan with your name and unit number and clean it often. Another option is to park your leaking vehicle on the street off site.

Excessive leaking refers to any leak that creates a puddle or stain greater than four (4) inches in diameter. Pictures will be taken of vehicle causing leaks as well as the leak itself and placed in the tenant's file along with a copy of the ticket.

WARNINGS

At the sole discretion of the City of Chandler Housing Police Officer or Housing Representative a warning may be issued in lieu of towing for a first time offender.

PARKING VIOLATION NOTICES (TICKETS)

Parking violation notices (tickets) that result in fines will be issued by the City of Chandler Housing Police Officer or Housing Representative for any violation listed in this Vehicle Policy (also see Schedule of Charges). A copy of the notice (ticket) will be placed on the vehicle and a copy will be mailed to the resident by first class mail. Tenants will have ten (10) business days from receipt of the parking violation notice to request a hearing regarding the parking violation. **Parking fines will be added to the monthly statement of charges (rent and other charges) after the violation.**

TOWING

The City of Chandler Housing Division, the local Police Department or Fire Department may tow any vehicle on housing division property under the following conditions:

1. Any vehicle that is in violation of any section of this Vehicle Policy or other traffic control policies.
2. Any vehicle that constitutes an emergency situation or is an immediate threat to the health or safety of residents or staff.

Tow notices will be in the form of a tow sticker attached to the vehicle. This tow sticker will include vehicle description and the tow date. Removal of this tow sticker by the tenant will not stop a tow. Any vehicle that is towed will be done at the expense of the owner.

SCHEDULE OF CHARGES

All parking policy violations will be addressed as follows:

- First Parking Violation Notice*** \$10.00 fine, counseling, and a lease violation.
- Second Parking Violation Notice*** \$10.00 fine, counseling, and a lease violation.
- Third Parking Violation Notice*** \$10.00 fine, loss of on site parking privileges for three (3) months.
- Fourth and Subsequent Notices.....Vehicle towed at resident's expense and permanent loss of on site parking privileges.

VEHICLE REGISTRATION

<u>VEHICLE INFORMATION</u>	
NAME:	_____
ADDRESS:	_____
MAKE/MODEL:	_____
YEAR:	_____
COLOR:	_____
PLATE #:	_____

The signature of Tenant and any Co-Tenants as set forth below is their acknowledgment that they have received and reviewed the Vehicle Policy and that the terms and conditions have been thoroughly explained to them.

HEAD OF HOUSEHOLD

DATE

CO-TENANT

DATE

CO-TENANT

DATE

HOUSING ADMINISTRATIVE SUPERVISOR

DATE