

[Date]

[Resident Name]

[Unit Number]

[Condominium Name]

Welcome to [Condominium Name] - Vehicle Registration and Parking Information

Dear Resident,

Welcome to our community. To ensure a safe and organized parking environment for all residents, please review the following information regarding vehicle registration and parking policies.

1. Vehicle Registration

All resident vehicles must be registered with the Management Office. Please complete the enclosed form and return it with copies of your:

- Driver's License
- Vehicle Registration Document
- Proof of Insurance

2. Parking Permits

Once your vehicle is registered, you will be issued a parking permit. This permit must be displayed clearly on the [Rearview Mirror / Bottom Left Windshield] at all times while parked on the premises.

3. Assigned Parking

Your assigned parking space(s) is/are: [**Space Number(s)**]. Please ensure you only park in your designated spot. Unauthorized vehicles in assigned spaces are subject to towing at the owner's expense.

4. Visitor Parking

Visitor parking is reserved for guests only. Residents are not permitted to park in visitor stalls. Visitors staying longer than [Number] hours must obtain a temporary guest pass from [Security Desk/Management Office].

5. Rules and Regulations

- The speed limit within the complex is [Speed Limit] MPH.
- Major vehicle repairs and oil changes are prohibited in the parking areas.
- Vehicles must be in operable condition and have current registration tags.

If you have any questions regarding these policies, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Manager Name]
Property Manager
[Condominium Name]