

Date: [Date]

[Resident Name]

[Unit Number]

[Property Address]

# Welcome to Your Tandem Parking Assignment

Dear [Resident Name],

We are pleased to inform you that your tandem parking space has been assigned. Please find your registration details below:

- **Assigned Space Number:** [Space Number]
- **Authorized Vehicle 1:** [Make/Model/License Plate]
- **Authorized Vehicle 2:** [Make/Model/License Plate]
- **Effective Date:** [Start Date]

Because tandem parking involves two vehicles sharing a single long space (one parked behind the other), please adhere to the following rules:

- Only the two vehicles registered above are permitted to use this space.
- Both vehicles must be parked within the designated lines to ensure clear access for neighbors.
- You are responsible for coordinating with the driver of the other vehicle in your tandem spot to manage vehicle movement and access.
- Parking permits/decals must be displayed clearly at all times.

Please sign and return the enclosed parking agreement by [Due Date]. Once received, we will issue your parking permits.

If you have any questions regarding your assignment, please contact the management office at [Phone Number] or [Email Address].

Best regards,

[Manager Name]

[Property Management Company]