



Vehicle Policy Family Apartment Sites

The following rules govern the use of parking areas at the City of Chandler Public Housing properties located at 130 North Hamilton, 210 North Hamilton, 73 South Hamilton and 660 South Palm Lane.

NUMBER OF VEHICLES

Each apartment leased by a tenant/family allows one (1) vehicle to be registered to park on the property. Tenants with more than one (1) vehicle must park off the site on the public street not in visitor parking spaces. Any tenant, who parks more than one (1) vehicle on the 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

Each apartment will be assigned a numbered parking space corresponding with their apartment. Tenants may park only in their assigned space with a current decal attached to their vehicle. 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.

The Housing Youth Center (HYC) parking lots are reserved for HYC related parking only, as is Head Start designated parking areas. Tenants are not to use these locations in place of their assigned space or for additional vehicles. Any tenant, who parks in another tenant's assigned space will be noticed, fined, and/or towed.

REGISTERING OF VEHICLES

Each tenant wishing to park a vehicle on the property will register that vehicle with the City's Housing Office. Commercial vehicles, with the exception of 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 tenant 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 an assigned parking space.

If, for any reason, a tenant no longer owns or operates a vehicle with a current City's Housing parking decal on it, the tenant will notify the City's Housing Office within forty-eight (48) hours of the change. If a tenant acquires a different vehicle and wishes to park the new vehicle in their assigned space, 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.** The 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 tenant will be required to purchase a new parking decal. The decal will be valid until the vehicle is replaced, damaged, unreadable or the lease is terminated. The cost to the tenant for a new vehicle replacement decal or damaged decal is \$5.00 per occurrence.

TEMPORARY PARKING

Temporary parking in visitor spaces are at the discretion of the City's Housing Office and made on a case-by-case basis. Tenants needing temporary parking must meet with their assigned Housing Specialist.

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 City's Housing Office within forty-eight (48) hours. A replacement decal will then be issued. The cost of the replacement decal will be \$5.00.

VISITOR PARKING

Tenants are responsible for communicating the vehicle policy rules to their guests and service providers. Tenant'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 assigned to tenants. Visitors may not park in a visitor space for longer than twenty-four (24) hours without City's Housing Office prior approval. (**NOTE:** Tenants are required to notify the City's 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 lease violation, a 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, including granite/gravel 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 the property.
7. Do not block access to dumpsters.
8. Never block entrances or exits 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 City's Housing Office, to be inoperable or leaking excessive fluids or posing a threat to the safety of the tenants, shall not be stored or allowed on the 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, dumpsters, or any other tenant's assigned space. 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 the 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 the apartments, on the common grounds or around vehicles. Such parts found unattended will be disposed of immediately by City's Housing Office personnel and the tenant will be charged for clean-up.

INOPERATIVE VEHICLES

No vehicle shall be left inoperative on the 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 Office 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 a 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 twenty-four (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.

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 City's Housing Office 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 City's 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 tenant 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's Housing Office, the local Police Department or the Fire Department may tow any vehicle on the property under the following conditions:

1. Any vehicle that is in violation of any section of this vehicle parking 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 tenants 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 and receive a parking violation notice (ticket).
- Second Parking Violation Notice: \$20.00 fine, parking violation notice and counseling.
- Third Parking Violation Notice: \$30.00 fine, loss of on-site parking privileges for three (3) months.
- Fourth and Subsequent Notices:..... Vehicle towed at tenant's expense and permanent loss of on-site parking privileges.

VEHICLE REGISTRATION
Vehicle Policy
Family Apartment Sites

VEHICLE INFORMATION	
Name of Owner: _____	
Address of Owner: _____	
Make: _____	
Model: _____	
Year: _____	Color: _____
Plate #: _____	
State of Registration: _____	

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 Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Housing Administrative Supervisor	_____ Date



Vehicle Policy Kingston Arms Apartments

NUMBER OF VEHICLES

Each apartment leased by a tenant/family allows one (1) vehicle to be registered to park on the property. Tenants with more than one (1) vehicle must park off the site on the public street not in visitor spaces. Any tenant, who parks more than one (1) vehicle on the 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 wishing to park a vehicle on the property will register that vehicle with the City's Housing Office. 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 tenant 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 City's Housing parking decal on it, the tenant will notify the City's Housing Office 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.** The 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 tenant 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 tenant for a new vehicle replacement decal or damaged decal is \$5.00 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 City's Housing Office within forty-eight (48) hours. A replacement decal will then be issued. The cost of the replacement decal will be \$5.00.

VISITOR PARKING

Tenants are responsible for communicating the vehicle policy rules to their guests and service providers. Tenant'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 City's Housing Office approval. **(NOTE: Tenants are required to notify the City's 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 lease violation 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, including granite/gravel 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 the 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 City's Housing Office, to be inoperable or leaking excessive fluids or posing a threat to the safety of the tenants, shall not be stored or allowed on the 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 the 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 City's Housing Office personnel and the tenant will be charged for clean up.

INOPERATIVE VEHICLES

No vehicle shall be left inoperative on the 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 City's Housing Office 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 a 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 twenty-four (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.

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 City's 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 tenant 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's Housing Office, the local Police Department or Fire Department may tow any vehicle on housing division the 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 tenants 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: ... \$20.00 fine, counseling, and a lease violation.
- Third Parking Violation Notice:..... \$30.00 fine, loss of on-site parking privileges for three (3) months.
- Fourth and Subsequent Notices:.... Vehicle towed at tenant's expense and permanent loss of on-site parking privileges.

VEHICLE REGISTRATION
Vehicle Policy
Kingston Arms Apartments

VEHICLE INFORMATION	
Name of Owner: _____	
Address of Owner: _____	
Make: _____	
Model: _____	
Year: _____	Color: _____
Plate #: _____	
State of Registration: _____	

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 Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Other Adult Household Member Signature	_____ Date
_____ Housing Administrative Supervisor	_____ Date



Vehicle Policy Scattered Site Housing

NUMBER OF VEHICLES

Each scattered site home leased by a tenant/family allows a maximum of up to four (4) vehicles to be registered to park on the property. Any tenant, who parks more vehicles, than is registered with the City's Housing Office will be noticed and fined and/or the unauthorized vehicle will be towed. If tenant wishes to park more than the number of authorized, registered vehicles, any additional vehicles must be parked off the property. Each parking violation will be considered a violation of the Lease.

PARKING

Tenants will only be allowed to park on the existing concrete driveway, under the carport or in the garage, depending on the parking amenities that come with the home. Parking may also be allowed on the public street. Tenants and their visitors are not allowed to park on front, side or rear yards, sidewalks or patios. This parking restriction includes all motorized vehicles, and attachments.

REGISTERING OF VEHICLES

Each tenant wishing to park a vehicle on the property will register that vehicle with the City's Housing Office. Commercial vehicles, with the exception of standard size passenger vehicles and standard size pick-up trucks, are not allowed to be registered or parked on the property. All vehicles 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 tenant 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 at their residence.

If, for any reason, a tenant no longer owns or operates a vehicle with a current City's Housing parking decal on it, the tenant will notify the City's Housing Office within forty-eight (48) hours of the change. If a tenant acquires a different vehicle and wishes to park the new vehicle at their residence, the tenant must ***first*** have a new parking decal issued for that vehicle. Failure to do so ***before*** parking at the residence will result in a notice, fine and/or tow. The 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 tenant will be required to purchase a new parking decal. The decals will be valid until the vehicle is replaced, damaged, unreadable or the lease is terminated. The cost to the tenant for a new vehicle replacement decal or damaged decal is \$5.00 per occurrence.

LOST OR STOLEN PARKING DECALS

If, for any reason, a parking decal that is attached to the tenant vehicle becomes damaged or missing, the tenant will notify the City's Housing Office within forty-eight (48) hours. A replacement decal will then be issued. The cost of the replacement decal will be \$5.00.

VISITOR PARKING

Tenants are responsible for communicating the vehicle policy rules to their guests and service providers. Tenant's visitors may not park at a tenant's home for more than twenty-four (24) hours without City's Housing Office approval. **(NOTE: Tenants are required to notify the City's Housing Office regarding any visitor(s) staying overnight.) Tenants are responsible for their visitors' parking.** Visitors' parking policy violations may result in a notice and fine and/or tow, and will be charged to the appropriate tenant.

UNAUTHORIZED PARKING

1. No parking on lawns or other landscaped areas.
2. No parking on sidewalks, pathways or granite/gravel areas.
3. No parking in back yards or alleys.
4. Never store or park a motorcycle, motorbike, etc. inside a home/storage unit.

Any vehicle found in violation of the above policy will result a notice and fine and/or possible towing at owner's expense.

VEHICLE MAINTENANCE

Vehicle maintenance is not allowed on the property. Motor vehicle parts may not be left unattended or stored outside the home, on the driveway or around vehicles. Such parts found unattended will be disposed of immediately by City's Housing Office personnel, and the tenant will be charged for clean up.

Tenants or visitors found to be in violation of this policy will be noticed and fined and potentially charged for any clean up costs.

INOPERATIVE VEHICLES

No vehicle shall be left inoperative at a tenant's home 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 a vehicle, that vehicle will be considered to be inoperable, and the tenant will be noticed and fined and/or subject to towing.

Storage of inoperable or "project" vehicles in also not allowed in garages, carports or on driveways. Boats, trailers, RV's, ATV's (etc.) are to be parked or stored at an off property storage facility and not parked at the residence. If accessory recreational type vehicles must be temporarily parked on property (for overnight loading or unloading), they must adhere to the previously outlined rules and they must be in good and operable condition. Boats, campers and RV's may not be used for storage purposes.

VEHICLES THAT ARE LEAKING EXCESSIVE FLUIDS

After notification the tenant will have twenty-four (24) hours to clean up leaking fluids because a continuous leak will result in damage to the surface. 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 clean it often.

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

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PARKING VIOLATION NOTICES (TICKETS)

Parking violation notices (tickets) that result in fines will be issued by the City of Chandler Housing Police Officer or a City's 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 tenant 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 your monthly statement of charges (rent and other charges) after the violation.**

TOWING

The City's Housing Office, the local Police Department or Fire Department may tow any vehicle on the 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 treat to the health or safety of tenants 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 and receive a parking violation notice (ticket).
- Second Parking Violation Notice: \$20.00 fine, parking violation notice and counseling.
- Third Parking Violation Notice: \$30.00 fine, loss of on-site parking privileges for three (3) months.
- Fourth and Subsequent Notices:..... Vehicle towed at tenant's expense and permanent loss of on-site parking privileges.

VEHICLE REGISTRATION/INFORMATION
Vehicle Policy
Scattered Site Housing

VEHICLE INFORMATION	
Name of Owner: _____	
Address of Owner: _____	
Make: _____	
Model: _____	
Year: _____	Color: _____
Plate #: _____	
State of Registration: _____	

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 Signature

Date

Other Adult Household Member Signature

Date

Other Adult Household Member Signature

Date

Other Adult Household Member Signature

Date

Housing Administrative Supervisor

Date