



# DWD Professional Management

9419 Tradeport Drive | Orlando, FL 32827  
Phone: (407) 251-2200 | Fax: (800) 759-1820

## Keystone at Meadow Woods HOA

**Property Owner**     **Current Tenant**     **New Tenant**

Please provide a copy of your driver's license and your vehicle registration for each permit provided. If tenant please also provide the lease agreement. This information is for our records only.

**Please complete the information below.**

Property Address: _____
Owner Name: _____
Tenant Name: _____
Phone: _____ Cell Phone: _____
Email: _____

**PLEASE READ, REVIEW, AND SIGN THE PARKING POLICY AVAILABLE ON THE 2<sup>ND</sup> PAGE.**

### For Office Use Only

Driver's Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

VIN No.: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's License: \_\_\_\_\_

VIN No.: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Visitor's Permit No.: \_\_\_\_\_

**Removed/Deactivated Information:** \_\_\_\_\_

# Parking Policy

Please be aware of the following parking policy for the Keystone at Meadow Woods community:

**Parking in the community is by permit only.** Per the rules of your community, there are only two (2) parking spots provided per unit. Residents may not use a visitor's permit as a third permanent parking permit. Visitor's permits may only be used by someone staying overnight, and not for more than a week. This means seven (7) days total, whether or not they are seven (7) consecutive days. In order to obtain your two parking permits and visitor's permit, please contact the community management office at 407-251-2200. **Any vehicles parked without a permit will be towed at the owner's expense.** In addition, if you plan to lease out your unit, please inform your tenants of these parking rules before they sign the rental agreement.

Visitors may park without a permit from 6:00 AM until midnight. Overnight visitors, or any visitor staying after midnight, must have the visitor's permit on their rearview mirror or they will be subject to towing. **Cars with a Resident's sticker may only park in a Resident's Parking spot. Cars with a Resident's parking permit parking in a visitor's spot will be towed.** This will prevent anyone from trying to obtain a third sticker.

**The towing company will be patrolling the parking lots looking for the following vehicles:**

- All commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows).
- Vehicles that do not have the proper parking permits. (This includes cars using inactive parking permits - permits that have been designated as inactive since they belong to a previous resident or a car that was sold by a current resident.)
- Boats, or any other recreational vehicles.
- Trailers.
- Vehicles without license plates or with expired license plates.
- Vehicles that are parked on the grass.
- Vehicles that are double parked (parked behind cars which are parked in parking spaces).
- Vehicles parked and blocking fire hydrants.
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more.

If your vehicle or the vehicle of a guest is towed due to a violation of the parking rules and regulations, you should contact the towing company to resolve the situation. **Do not call DWD Professional Management if your vehicle is towed, as management has no authority to intervene with the towing company.** We greatly appreciate your cooperation and assistance in this matter.

By signing this form, you agree to follow the parking rules of the community as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_