

Parking Space Lease Application

Instructions: Unit owners who are not using their Assigned Parking Space(s) including detached garage space(s) may permit only another Unit Owner to lease or use their space, whether or not rent is charged. Unit owners cannot lease their assigned space or permit their space to be used while occupying an unassigned numbered, guest, or disabled space. Submit this completed application to a Board member. The Parking Space Lease Application is not effective until it is approved by the PTCA Board. **Please print.**

Space Owner's name _____ Unit number _____ Assigned Space _____

Mailing address: _____

Telephone number: (____) _____

Name of Unit Owner leasing or using Assigned Space _____

Unit number _____

Telephone number: (____) _____

Emergency contact number: (____) _____

Starting date _____ Ending date _____

Signature of Space Owner _____ Date _____

Approved by PTCA Board _____ Date _____

Termination of Lease

By signing and dating below the space owner is giving notice of termination of the lease agreement. Allow at least 3 business days for decal records to be updated.

Signature of space owner _____ Date _____

Received by PTCA Board _____ Date _____

Parking Space Lease Application

This side for use of PTCA

COMPLETE THIS SECTION IF APPLICATION IS APPROVED.

File with the original Parking Decal Applications of the two Unit Owners.

Date _____

Space owner parking decal information updated by _____

Other Unit Owner parking decal information updated by _____

COMPLETE THIS SECTION IF APPLICATION IS REJECTED

Date _____

Lease or Agreement rejected by _____

Reason(s) for rejection: _____

COMPLETE THIS SECTION FOR TERMINATION OF AGREEMENT

Date _____ Termination noted by _____

Space owner parking decal information updated by _____

Other Unit Owner parking decal information updated by _____

File original with owner's decal application

November 1, 2014