



SOUTH VILLAGE HOMES CORPORATION

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071
www.montgomeryvillage.com



MEMORANDUM

To: South Village Homes Corporation Owners and Residents
From: Liana Roberts, Community Manager
Date: June 24, 2020
Subject: Parking Permit PICK UP ***** Parking Permit PICK UP

Parking Permit PICK UP Resumes!

The MVF office is open and South Village Homes Corporation is ready to resume Parking Permit Pick Up. You may stop by between the hours of 8:30am and 4:30pm **Monday-Friday starting July 6th, 2020 through August 14, 2020**. The MVF office located at 10120 Apple Ridge Road, Montgomery Village, MD 20886.

Please carefully review the instructions below in order to be issued your parking permit:

- Please provide your ID and vehicle registration, for verification on the day you come for your passes. **(permits will not be issued without them)**.
- Please provide the "Parking Permit Form" completely filled out. Signature is required. Forms **must** be filled out when coming to the office. Due to COVID-19, it will not be possible to complete the form in the MVF office. If you do not have the original one mailed, you can print one from the South Village Website or email LRoberts@mvf.org and request one be emailed to you.
- If you are a tenant or landlord, a copy of the "Current Lease Agreement" is required with the Parking Permit Form. Copies cannot be made in the office.
- If you are a tenant or landlord, a copy of the "Owner Permit Release Form" is also required along with the Parking Permit Form and Current Lease Agreement.

Please Note:

- The "Parking Permit Form" and "Owner Permit Release Form" were previously mailed and can also be obtained by going to the South Village Website or via email by contacting LRoberts@mvf.org.
- Enforcement of the parking permits will begin August 17, 2020.
- If you are not in good standing with the association you will NOT be issued a parking permit. If you have a parking spot on community asphalt it will be removed.
- Unauthorized vehicles per the parking policy are not eligible to be registered.

The Board of Directors appreciates your patience, cooperation and compliance while we work to improve your community. Thank You



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PARKING PERMIT REQUEST FORM

Name(s): _____

Address: _____ Tenant: Yes No

Phone Number: _____

Email: _____

The following documents are required with this form:

- ID and vehicle registration Verification (**permits will not be issued without it; vehicles must be registered to a SVHC address**).
- Each owner/resident will be responsible for picking up the stickers and hang tags from the management office. Identification and signature is required.
- If unit is rented, a copy of the current lease agreement and owner authorization form is required.

• **Your Parking Space NUMBER is** _____

VEHICLE 1:			
MAKE: _____	MODEL: _____	PLATE/TAG #: _____	
YEAR: _____	COLOR: _____	PERMIT/STICKER #: _____	Office will fill in here

VEHICLE 2:			
MAKE: _____	MODEL: _____	PLATE/TAG #: _____	
YEAR: _____	COLOR: _____	PERMIT/STICKER #: _____	Office will fill in here

VISITOR HANG TAG #: _____
Office will fill in here

I/we, resident(s) of the above referenced unit acknowledge receipt of parking permit(s) and agree to abide by the parking rules of South Village Homes Corporation

SIGNATURE: _____ **DATE:** _____

By signing this form, I acknowledge that I have received and understand the South Village Homes Corporation Parking and General Vehicular Rules and Regulations as well as the Permit Procedure.



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I (Name) _____, owner of (House number# and street name) _____, Montgomery Village MD 20886, authorize (Tenant/Family member) _____ to obtain the permits for my home at this time.

Signature: _____

Email and Phone Number: _____

Date: _____

NOTE:

- Unit owner must complete **Owner Permit Release Form**
 - Owner must **email Lroberts@mvf.org** with their intent to allow tenant to pick up passes.
 - A copy of the parking permit **form must also be completed by the tenant.**
 - A copy of the tenant's **current lease agreement** is required.
 - Verification of tenant's **ID, and Vehicle Registration is required.**
 - Passes will not be released to Unauthorized Vehicles- See parking rules/policy.
- a. Commercial Vans: A commercial van is one that has only front seats, with an empty cab (back portion) and or no side windows. Vans fitting this description are prohibited whether or not registered as a commercial vehicle with the state. This is also to include vans that are oversized and with or without any type of writing or printing (letters, pictures, insignia, identifying a firm, organization, service, product, etc.). In addition, vans which carry ladders, ladder racks, tool boxes, pipes, etc. and vans used for delivering, storing or transporting goods or cargo are also considered commercial vans and may **NOT park DURING THE HOURS OF 9:00 P.M. to 6:00 A.M. (except for contractors performing emergency repairs)**. Police and other governmental vehicles which would otherwise meet the criteria elsewhere herein provided (other than markings) are permitted. It is required that vans have conventional factory- installed windows along both sides and the rear of the vehicle, and, factory-installed seating for more than the driver and front passenger. Otherwise, it will be considered a commercial van.
- b. Commercial vehicles: Any vehicle with any type of writing or printing (letters, pictures, insignia, identifying a firm, organization, service, product, etc) other than that provided by the manufacturer of any kind, type or description (i.e. manufacturer name and model). Vehicles which carry ladders, pipes, ladder racks, tool boxes etc. will be considered commercial vehicles and may not park during the hours of 9:00 pm through 6:00 am, except for contractors performing emergency repairs. Police and other governmental vehicles which would otherwise meet the criteria elsewhere herein provided (other than markings) are permitted.
- c. Private trucks: May not park during the hours of 9:00 pm through 6:00 am, except for contractors performing emergency repairs. The term "private truck" is meant to apply to the largest group of such vehicles commonly known as pickup trucks having an open or closed back or a separate cab with or without a camper. The term "Private Truck" shall also apply to vehicles designed and used primarily or at leisure for the transport of goods or services rather than passengers. Additionally, the term "Private Truck" shall describe the above mentioned regardless of the number of passenger seats inside the cab, regardless of whether or not they have a cap or camper on the back.