

**Terrace Towne Homes of Woodlawn
Vehicle Registration Form**

Please fill out form completely, printing clearly, and return to Burke Community Management Group. 10428 Business Center Court, Manassas, VA 20110, Email: office@burkecmg.com Fax: 703-330-5254 If pymt needed: Make checks payable to Terrace Towne Homes of Woodlawn and note Parking Pass in memo field.

Permanent Sticker Pass (\$75.00) <input type="checkbox"/> Include a copy of your state vehicle registration(s). Permanent passes are ONLY valid on the vehicle pass to which it is registered. Hang Tag Pass (\$75.00) <input type="checkbox"/> Temporary Visitor Pass Request (free) <input type="checkbox"/> Please fill in Temporary Section** below.	2nd Permanent Sticker Pass (\$75.00) <input type="checkbox"/> 2nd Hang Tag Pass (\$75.00) <input type="checkbox"/>
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Vehicle Information

Vehicle Owner Name (Last)	(First)	(MI)	(Suffix, ex. Sr., Jr., III)
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Vehicle Co-Owner Name (Last)	(First)	(MI)	(Suffix, ex. Sr., Jr., III)
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Street Address Walutes Circle	City Alexandria	State Virginia	Own <input type="checkbox"/> or Rent <input type="checkbox"/> if yes, fill in Unit Owner Section* Telephone – () - Alt. phone (in case of emergency) – () -
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License Plate State & Number (ex. VA XYZ-987) <input type="checkbox"/> Military	Vehicle Make (ex. Honda, Chevy, Ford)	Vehicle Year & Model (ex. Civic, Cavalier)
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License Plate State & Number (ex. VA XYZ-987) <input type="checkbox"/> Military	Vehicle Make (ex. Honda, Chevy, Ford)	Vehicle Year & Model (ex. Civic, Cavalier)
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*Unit Owner(s) Name [Landlord's name]	*Unit Owner(s) Telephone
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* Unit Owner Address	City	State and Zip Code
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STATEMENT: I/We certify that all information herein is true and correct. I/We request this(ese) parking pass(es) as an owner/renter living ON-SITE and agree to follow all TTHW parking rules and regulations, certify the vehicle(s) is/are in compliance with all state and local laws and regulations, and is not for commercial use. **I/We understand that individuals found to be falsely acquiring or distributing parking pass(es) may have all parking privileges revoked immediately and indefinitely.** Passes must be returned to your Landlord/Owner when you move, or they will be charged, and it will be deactivated. Prices subject to change without notice.

Vehicle Owner Signature _____ Date _____

***Unit Owner/Landlord Signature** _____ **Date** _____
If the owner/landlord cannot sign this form, we need a written authorization from them attached to this form.

****Temporary Visitor Pass Request Information**** *Example of Duration* Jan. 9 – Jan. 14, 2022

**Temporary Pass Visitor Name (vehicle registration not required) Visitor of Unit Name & Unit # Duration of Visit

This section to be completed by the Office Only **Signature of Personnel** _____

<u>1st Permanent Pass Sticker # Issued</u>	<u>1st Hang Tag Pass # Issued</u>	<u>2nd Perm. Pass Sticker Or Hang Tag # Issued</u>
<u>Replacement Perm Pass Sticker # Issued</u>	<u>Replacement Hang Tag Pass # Issued</u>	Any violation(s) ~ Date parking privileges revoked

Terrace Towne Homes of Woodlawn - Vehicle Registration Guidelines

UNIT # _____
Owner or Renter .



Parking permits are required on ALL vehicles parked on Walutes Circle after 10 p.m. or the vehicle will be towed.

Any vehicle, including motorcycle(s), parked on the property between 10 p.m. and 6 a.m., without a valid pass (Permanent Pass Parking Sticker, Hang Tag Pass, or a Temporary Visitor Pass), will be towed at the vehicle owner's expense.

Beginning September 1, 2022, new parking permits are required for all vehicles (including motorcycles) parked **past 10 p.m. or overnight**. Each resident must submit a completed Vehicle Registration Form, Utility Bill, or Lease to prove on-site address, Driver's License, and a copy of their current, valid state vehicle registration(s) to Burke Community Management Corp. office to obtain a parking pass(s). **To be eligible to receive a parking pass, a resident must own the vehicle(s) and must be in compliance with all Fairfax County and State of Virginia motor vehicle requirements and regulations.** Proof of resident's military status must be provided for vehicles that are not registered in Virginia. **New residents are required to show proof of Virginia residence to receive a parking pass.** (In accordance with Fairfax County regulations, new residents or those registering a motor vehicle for the first time, must register their vehicle within 60 days after purchase or entry into Fairfax County).

Passes are for current residents whose vehicles have valid registrations ONLY. NO EXCEPTIONS. A copy of a valid state registration(s) MUST be provided yearly to maintain a parking pass. Passes must be returned to your Owner/Landlord when you move, or they will be deactivated and the owner will be charged. **Prices are subject to change without notice. A temporary hang tag will be issued for 60 days to allow time to be compliant with Fairfax County**/VA* regulations.** (*Title and register your vehicle and obtain Virginia license plates within 30 days of moving to Virginia. License plates must be displayed on the front and rear of the vehicle. **Vehicles purchased or moved into the county must be registered within 60 days of the purchase or move-in date.)

If you lease to your unit, you must verify the current resident(s) of your unit to the Management office. If the resident(s) change, you must notify the Management office of the new resident(s) name(s). **Renters must return passes to owners/landlord at lease termination. The cost of any replacement passes will be charged to the unit owner(s).**

As stated in the By-Laws of our community, there are 1.5 parking spaces per unit. A parking permit DOES NOT guarantee a parking space on the property and there is NO PARKING ALLOWED at the yellow-painted curbs-these areas may be used only for short-term activities (no more than 15 minutes) and the vehicle's hazard flashers must be activated or you may be immediately towed.

Due to our limited number of parking spaces **each Unit will ONLY receive one (1) pass for each car registered plus one Guest pass.** No unit will be issued more than a total of three (3) permanent passes. (This is a total of either two (2) permanent parking stickers and one (1) hang tag OR one (1) permanent parking sticker and two (2) hang tags. Replacement of a lost permanent parking sticker is \$75 and replacement of a lost permanent hang tag is \$75. **Prices subject to change without notice. Passes are NON-TRANSFERABLE between Units.**

Temporary visitor passes should be requested one week in advance, using the vehicle registration form, and checking the "temporary" box. Send all required documents to Burke Community Management Group.

Parking permits **will not** be issued to vehicles with altered, invalid, or missing proof of state registration. An illegal vehicle is any that no longer functions, does not have current Virginia tags/Inspection Sticker, or is used for commercial use. Commercial vehicles are any that make reference to any type of business or service either by signage (lettering on the vehicle or advertisement attached to the vehicle or by visible evidence that the vehicle is engaged in a business) or service for hire as indicated by the nature of the materials carried either in it or on the vehicle (ladder racks, truck beds, vans or station wagons filled with items, paint, building materials or miscellaneous tools of the owner's trade).

You are responsible for removing your permanent sticker pass(es) if you sell your vehicle or have your windshield replaced. If damaged when removed, you may exchange the damaged pass for a new one. If you DO NOT remove the pass, you must pay for a replacement(s).

You may use the permanent sticker and hang tag if you own two vehicles. You **must request a temporary visitor pass for any visitor(s)** staying after 10 p.m. or overnight, **or** if your car is in a repair shop and you have a rental car.

I have read the information above and agree to comply. I/We understand that individuals found to be falsely acquiring or distributing parking pass(es) may have all parking privileges revoked immediately and indefinitely.

Printed Name

Signature

Date

BURKE COMMUNITY MANAGEMENT GROUP
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