

# 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: (\_\_\_\_) \_\_\_\_\_

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Name of Unit Owner leasing or using Assigned Space \_\_\_\_\_

Unit number \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_

Emergency contact number: (\_\_\_\_) \_\_\_\_\_

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

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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