



Effective October 1, 2021

PARKING POLICY AND PROCEDURES

Background

In order to manage limited parking areas at the Worcester Housing Authority ("WHA") communities, the WHA has established the following policy and procedures.

At WHA parking lots, the WHA may designate, by markings and/or signs, allowable uses for the space in the lots. Designations may include, but are not limited to, TENANT PARKING, VISITOR PARKING, WHA STAFF PARKING, HANDICAP PARKING, NO PARKING, etc. Any space not otherwise marked is hereby designated for TENANT PARKING only.

Policy

1. Tenants:

- a) Tenant must have a parking decal issued by their WHA Property Management office in order to park in the development where they live. Parking decal(s) must be renewed at the end of the calendar year. Upon receipt of the tenant's new parking decal, the tenant will be required to return their parking decal from the previous year. Failure to renew a parking decal will result in a loss of tenant's parking privileges.
- b) Each household will be allowed to register one (1) vehicle. Additional vehicles may be registered upon approval by the WHA and dependent on the parking availability at the specific WHA development where the tenant resides.
- c) Due to the limited number of parking spaces available at WHA developments, tenant's parking availability is based on a first-come, first-serve basis.
- d) Tenant must submit a valid driver's license and a current vehicle registration for each vehicle and receive a WHA parking permit before parking any vehicles in the development's parking lot. In addition, all documents submitted must be in the name of an individual listed on the lease. Please note, the address on the vehicle registration should reflect the resident's WHA address. The only exception to this rule is if the tenant moved into their WHA unit within 6 (six) months.
- e) Fee for replacement of lost/stolen parking decals is twenty five (\$25) dollars per vehicle. If tenant falsely requests a lost decal in order to obtain an additional decal, they will be prohibited from parking in the resident parking lots.
- f) Tenant will park only the vehicle(s) which have been authorized by management.



- g) Tenant will abide by all applicable laws in regards to the ownership and operation of motor vehicles on WHA properties, including: Massachusetts registration and license plates only, current motor vehicle inspection certificate, and be in proper running condition.
- h) Tenant must immediately notify their property management office:
 - When license plate number is changed;
 - When vehicle is no longer owned by Tenant;
 - Change in household composition relative to the parking permit;
 - When Tenant first obtains a vehicle that they want to park on WHA property.
- i) Vehicle must be parked in a designated space. Designated parking areas will be marked with signs at the entrance of the parking lot.
- j) Vehicles must not leak fluids on the pavement such as oil or gasoline. If vehicle does leak fluids, tenant will be responsible for the cleanup of the fluids and any cost occurred by WHA in cleanup of the fluids, including pavement repair.
- k) Parking decal must be displayed at all times on the driver's side lower front window.
- l) Parking decal is not transferrable from one vehicle to another or from one WHA development to another.
- m) Only emergency repairs may be conducted in parking lot, such as changing flat tire or battery replacement.
- n) Washing of vehicles, including motorcycles, is not allowed on WHA property.
- o) Commercial vehicles, trailers, motor homes and buses owned or used by Tenant may not park in WHA developments.
- p) Motorcycles, mopeds and/or scooters must park in an approved and designated parking space.
- q) Unauthorized and/or improperly parked vehicles are subject to removal by towing at the vehicle owner's expense. This includes blocking an access, yellow curbing, fire lanes, etc. A copy of this policy and procedures will be provided to tenant and posted on the WHA website.

2. Parking

- a) Visitor parking is only allowed in spaces designated for visitor parking.
- b) Visitors are not allowed to park in spaces designated for Tenants.



- c) If no visitor parking is available in a WHA development, visitors must park outside the development.
- d) All visitors including family members, friends, health care professionals or any individual visiting a tenant for professional purposes is prohibited from parking in spaces designated for tenant/resident parking.
- e) Tenants are not allowed to sublet, transfer or exchange/lend their parking decal to another individual or vehicle.
- f) Tenants are responsible for informing their visitors of this WHA policy and procedures.

3. Towing

All vehicles will be towed at the vehicle owner's expense immediately without prior tenant notification for the following reasons:

- Parking on grassy areas;
- Parking on blacktop that is not specifically designated for parking;
- Parking that obstructs access to dumpsters;
- Not removing vehicles from authorized parking areas when requested by the WHA for sweeping and/or snow removal;
- Parking in fire lanes;
- Parking in spaces designated for handicapped parking without handicap license plates;
- Parking in "Resident Only" without a valid parking decal;
- Parking in spaces designated for WHA employees during normal business hours (7:00am-6:00pm);
- Parking in a manner that poses a health and/or safety hazard;
- Unauthorized parking;
- Appears abandoned; and/or
- Is unregistered, unlicensed, uninsured, inoperative or being repaired (except for emergency issues listed above).