

BCR

PROPERTY MANAGEMENT

Parking Policy for Radford Properties:

1. Do not park:
 - in a manner that blocks other vehicles;
 - in a manner that blocks driveways, thoroughfares, fire lanes, or parking lot entrances;
 - in a manner that blocks access to the mailboxes, garbage dumpsters, or fire hydrants;
 - in a manner that takes more than one designated parking space;
 - in parking lots owned by surrounding businesses or in the driveways or on the lawns of private residences;
 - on the lawn or grass or on the sidewalks;
 - in a Yellow Zone;
 - illegally at any time.
2. All-Tow Towing Company manages the parking lots. Their phone number is 540-633-0800. All-Tow patrols the lots Sunday-Thursday, 10:00 pm-8:00 am, with the following exceptions.
 - 715 Downey Street is patrolled 24 hours/day
 - 600 Howe Street is patrolled 24 hours/day
 - 604/602/600 Calhoun Street is patrolled 24 hours/day
3. In order to receive a BCR Property Management parking permit you must:
 - a. Be listed as a leasee on a current BCR Property Management lease or be a subleasee on a current sublease agreement filed with BCR;
 - b. Complete the Vehicle Information Form; and
 - c. Return a signed copy of this policy and the Vehicle Information Form to the office.
4. If you change vehicles during the year at any time, it is your responsibility to notify BCR Property Management immediately. If you do not, and the unregistered vehicle is towed, you will be held responsible.
5. **Visitors** may not park in the parking lots for any amount of time during towing hours.
6. Your parking permit must be placed on the back, left hand side of your rear-view mirror. If the permit is not there and your vehicle is towed, you will be held responsible.
7. Your parking permit is effective only in the parking lot provided for your residence. If you park in any other BCR Property Management parking lot, you may be towed.
8. The Radford City Police Department issues city parking permits that will allow you to park on city streets. The police department will require that you show a copy of your lease as proof of residence within the city in order to obtain a city parking permit.

I have read, I understand and I will abide by this parking policy.

Printed

Name: _____ Signature: _____

Please sign this policy and return it to the office along with your completed Vehicle Information Form to obtain a BCR parking permit.



Vehicle Information Form

Please complete this form and return it to the office along with the signed Parking Policy to obtain a BCR parking pass.

Date _____

Name _____

BCR Address _____

Phone # _____

Email _____

Make & Model _____

Color _____

Year _____

State _____

Tag # _____

Registration expiration date _____

BCR permit # _____

- Yes, all of the above information is correct**
- I have corrected the above information with the most current information**

BCR office use only:

Registration copied:	
Previous BCR permit #:	
BCR employee:	

