

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 mailboxes, garbage dumpsters or fire hydrants
 - In a manner that takes up 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. Campus Automotive manages the parking lots. Their phone number is 540-951-7398. Campus Automotive patrols the parking lots Sunday—Friday, 10:00pm—8:00am each day (towing begins Sunday at 10:00pm and ends Friday at 8:00am), with the following exceptions:
 - 600 Howe Street is patrolled 24 hours/day
 - 600/602/604 Calhoun Street is patrolled 24 hours/day
3. In order to receive a BCR Property Management parking permit, you must:
 - Be listed as a lease on a current BCR Property Management lease or be a sublease on a current sublease agreement filed with BCR
 - Complete the Vehicle Information Form
 - 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 front windshield in the lower left-hand corner (on the driver's side of the vehicle) making sure that the VIN# can still be read from outside of the vehicle. 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 the city streets. You will be required to show a copy of your lease as proof of residence within the city in order to obtain a city parking permit.
9. All motorcycles, mopeds, and scooters are held to the above rules and regulations. Please contact a property manager concerning the placement of the parking permit.

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

Printed

Name: _____ Signature: _____ Date: _____

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Vehicle Information Form

Please complete this form and provide a copy of a valid vehicle registration form to obtain a BCR 2010/2011 parking permit.

Date:	
Name:	
BCR Address:	
Phone #:	
Email:	
Vehicle Make & Model:	
Vehicle Color:	
Vehicle Year:	
License State:	
Plate #:	
Vehicle Registration Expiration Date:	
BCR Permit #:	