

**January 2020**

Tenants of Potomac Crest  
1522 Walnut Street  
Woodbridge, Virginia 22191

RE: Parking and Emergency contact

**Dear Tenants of Potomac Crest:**

We will begin to implement a new parking policy. To most of you this will not be any different from what we have currently been doing. However, if you have a visitor park at the building or if you are in possession of a car not registered in your name, this will impact you. Beginning February 1, 2020, you will need to display a sticker in the right lower corner of the vehicle's back window. Each tenant will receive 1 sticker for each corresponding labeled parking spot. In order to obtain a sticker, you must do the following:

1. Fill out the attached vehicle information sheet and sign at the bottom
2. Include a copy of the vehicle's County registration. The vehicle must be in your name and have a current registration and current tags.
3. Mail the information to the PO Box or make arrangements with me to pick it up.

We also ask that you fill out the emergency contact information. Please note this will only be used in the event of an emergency and if we are unable to contact your directly.

Sincerely,

**Amy L. Coffin**

Please fill out the below information and return it no later than 1/27/20

TENANT NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

**Emergency Contact Information**

Name #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (w) \_\_\_\_\_

Name #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (w) \_\_\_\_\_

**Vehicles(s) to be parked on property**

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

I, \_\_\_\_\_ understand that my vehicle and/or visitor's vehicle will be subjected to towing if there is not a DayLou parking sticker displayed as detailed in the tenant memo dated January 20, 2020 titled Parking and Emergency contact. I understand that all towing costs will be my responsibility. I also understand that additional stickers and replacement stickers will be \$30.00 and vehicles in non-operating status will also be subjected to towing if left for over 3 days.

\_\_\_\_\_  
Signature Printed Name Date