



**GUEST PARKING RULES**

**UNIT #** \_\_\_\_\_

According to House Rules Section 12, Subsection A: A resident may have guests visit his/her residence. An "overnight guest" is defined as a person who is sleeping in the unit, staying in the unit for longer than a 10-hour period (regardless of whether that occurs at night or during the daytime) and/or keeping clothing or other belongings in the unit. A total of 14 days for any overnight guest(s) is the maximum allowed within a calendar year. For example, one person may stay for a total of 14 calendar days, either all at once or in separate stays during the year. Or several different guests may stay overnight as long as the total does not exceed 14 days in the calendar year. Any individual staying more than 14 days in a calendar year must be eligible to move into the unit, and will be counted as a household member. An appropriate recertification will be completed. Exceptions for extenuating circumstances documented by a medical professional (i.e. short term care needed when recovering from a medical condition) may be granted with the written consent of management. If you need someone to stay with you for a medical reason, verification will be required from a licensed medical professional, indicating the tasks that person must perform and the length of time the person will be needed

1. A scheduled appointment must be made with the property management office at least 48 hours or more in advance to request a guest pass.
2. A guest can only have a pass for 14 calendar days within a calendar year.
3. The guest must submit a copy of a driver's license, registration, and proof of insurance to obtain a guest pass with a parking profile.
4. The guest pass must be placed on the driver's side on the back window. The vehicle cannot be backed in the parking space so that the pass may be always visible.
5. The guest pass must be returned to the Property Manager when the pass has expired. If the guest pass is not returned, no passes will be reissued to the head of household (HOH).
6. The HOH is responsible for the actions and behavior of their guest(s) and will be held accountable in accordance with the lease and house rules.
7. After the guest pass has expired, the vehicle will be towed at the owner's expense if found on the property. You will be referred to the towing company for detailed information.
8. All guests must park in a parking space. Parking around the circle is prohibited.

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Printed Name of Tenant	Signature of Tenant	Date
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Printed Name of Guest	Signature of Guest	Date
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HPMMS Representative Signature	Date
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