

Office Use  
Voided Pass

**SOUTHGATE SQUARE CLUSTER  
PARKING PERMIT APPLICATION**

Office Use  
Guest Pass

**Owner Information**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ **Is the unit Rented:** ☐ No / ☐ Yes

**Tenant Information (if unit is rented)**

Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**VEHICLE INFORMATION**

**(1).** Name of Vehicle Owner: \_\_\_\_\_

Vehicle Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**(2).** Name of Vehicle Owner: \_\_\_\_\_

Vehicle Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**(3).** Name of Vehicle Owner: \_\_\_\_\_

Vehicle Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**REQUIREMENTS**

1. Homeowners must be current in their HOA assessments and cannot be in violation of the associations governing documents. Please be advised that if you are leasing your unit, your tenants will not be able to receive their decals if the assessments are past due.
2. A copy of current lease agreement if you are a tenant. Only those named on the lease will be permitted to obtain a parking permit.

**NOTE: REPLACEMENT DECALS COST \$50 FOR ONE; \$75 FOR TWO; \$100 FOR THREE. OLD DECAL WILL BE REPORTED TO TOW COMPANY AS LOST/STOLEN. ANY VEHICLE DISPLAYING SUCH DECAL WILL BE TOWED.**

**INDEMNIFICATION AGREEMENT**

In alignment with the established agreement between the Southgate Square Cluster Homeowners Association, as represented by its Board of Directors, and the undersigned party, acknowledgment is hereby rendered that the undersigned has conducted a thorough review and hereby signifies agreement to comply with the Parking Rules and Regulations as promulgated at [<https://southgatesquare.com/parking/>] subject to change. Responsibility for any non-compliance by residents at the specified HOA address, inclusive of decisions pertaining to vehicle towing, is assumed by the undersigned, who shall also indemnify and hold harmless the Association, its Board of Directors, and its Management Company from any resultant claims. Moreover, it has been duly communicated and is hereby acknowledged by the undersigned that TownSq is designated as the official conduit for all future payments and communications pertaining to the Association. This document shall serve to affirm the undersigned's acquiescence to this procedural directive, as well as to encapsulate the undersigned's assent to adhere to and uphold the stipulations herein as a manifestation of participatory engagement in the governance of the Association, encompassing both the realms of parking regulation adherence and the utilization of the TownSq platform for communications and financial transactions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The current parking permits expire on March 31, 2025. This year, each household will be assigned three hang tag. The distribution of parking permits must be closely controlled due to our limited parking availability on site. Please check that your cluster dues have been paid prior to picking up parking permits (bring a receipt if you have made a payment that week).

**Parking passes will only be available for pickup from Board members. Passes may ONLY be distributed to owners/tenants if the following documents are sent in electronically prior to arrival:**

- ✓ **Parking Application**
- ✓ **Copy of Lease (front page is required and will be kept on file)**
- ✓ **Parking Permit Designated Authority Form**

**TENANTS:** Your landlord is responsible for ensuring that you receive your parking permits prior to March 31, 2025. He/she will have the option of submitting to Board Members a request (in writing, see below) which will allow you to pick up the permits associated with the address they own.

**FOR OFF SITE OWNERS:** options for obtaining the 2025 parking permits are as follows:

- a. You may request in writing that your tenant(s) be designated to pick up the parking permits associated with the address that you own however you must provide a copy of your lease. They will be required to provide identification.
- b. Tenants may be permitted to pick up parking permits provided they meet the criteria and provide appropriate documentation outlined above.
- c. You may request in writing that the permits be mailed by certified mail to the name and address on file. It is your responsibility to ensure that your tenants receive the parking permits prior to March 31, 2025. **You will be billed \$25 for the additional costs associated with certified mailings.** Please contact Board President to make these arrangements.

**Designated Authority for 2025 Southgate Square Parking Permits**

**Off Site Homeowner Name** \_\_\_\_\_

**Southgate Square Address:** \_\_\_\_\_ **Southgate Square, Reston VA 20191.**

**I authorize Southgate Square Cluster Homeowners Association to release the 2025**

**Southgate Square parking permits to:**

**Tenant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please mail or email this to [presidentsouthgate@gmail.com](mailto:presidentsouthgate@gmail.com)  
Zaheer Ahmed, President of Board, Southgate Sq,