

PARKING POLICY
KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY
2011-76

Kingsport Housing & Redevelopment Authority will make every effort to improve the quality of living conditions for all residents. There are no individual designated parking spaces in the communities except for handicapped parking. The resident must park automobiles and other motorized vehicles in specified parking areas only. KHRA parking permits are required in all communities. Residents must not park vehicles for the principal purpose of displaying a vehicle for sale, not to change oil, grease or make repairs to vehicles on KHRA premises (abandoned vehicles will be moved from KHRA premises in accordance with such "no parking" areas, including porches, patios and yards). All vehicles must be maintained in working condition with current license plates.

1. All vehicles are to be parked in proper parking spaces. Any vehicle found parked on the grass or in any area other than the parking lot will be towed at owner's expense.
2. All vehicles parked on KHRA premises must have a valid parking permit affixed to the left rear window of the vehicle (behind the driver) in full view.
3. No KHRA resident shall have more than two (2) vehicles parked on KHRA premises. Residents must own a vehicle in their own name and there must be a licensed driver for each vehicle in order to qualify for a vehicle parking permit. Residents that have only one licensed driver may only have one vehicle permit, but KHRA reserves the right to waive the number limitation should circumstances warrant it.
4. Residents must park any vehicle without a KHRA Parking Permit away from KHRA property.
5. Parking that is designated for residents shall only be used by residents of that development. Residents who choose to visit other developments must park in visitor parking as parking decal/permits allow only for residents in their own development. Residents in developments with designated parking spaces should use spaces allocated to their unit.
6. All visitors must park on public streets or in areas designated as Visitor Parking (NO EXCEPTIONS).
7. Visitors to scattered site or single family dwelling units which have designated driveways or parking areas may park within the visiting unit's area as long as parking laws are observed.
8. Failure of the visitor to park in designated areas or on public streets may result in the vehicle being towed at owner's expense.
9. **KHRA Parking Permits are non-transferable. In doing so, resident runs the risk of losing parking privileges.**
10. KHRA Parking Permits will be issued for vehicles which are in legal ownership of the KHRA resident.
11. A temporary parking permit (30 days only) may be issued to residents under certain medical conditions and at KHRA's discretion.
12. KHRA Parking Permits are valid for the term indicated or until resident moves or is transferred from the premises. Upon moving/vacating from KHRA property, the permit must be turned in; failure to do so will result in a \$20.00 charge unless otherwise approved by KHRA management.
13. Any vehicle sold or traded that displays a KHRA Parking Permit must have the permit removed and returned to KHRA in order to receive a new permit and avoid a \$20.00 charge.
14. No over the road tractors, motor homes, or campers are allowed to park on KHRA property.
15. No commercial vehicles are allowed to park in resident parking spaces unless approved by KHRA in advance.
16. Any vehicle that is found parked on KHRA property in violation of the parking policy or lease may be towed without notice.

I. Vehicle Identification

- A. The Kingsport Housing and Redevelopment Authority will record on the application for occupancy, the make, model and license number for all applicants' vehicles.
- B. Housing Management will record on the Annual Re-examination Form the make, model and license number of all applicants' vehicles.
- C. All vehicle identification information will become a part of the resident's permanent file.

II. Lease Violations

- A. Any motorized vehicle belonging to a KHRA resident, visitor or any other person on KHRA property must conform to the terms of the KHRA lease.
- B. Vehicles that are in violation of the lease include but are not limited to the following:
 1. Abandoned vehicles - The vehicle in question must meet at least one of the following criteria to meet this definition:
 - (a) The vehicle is both **inoperable** and has been left **unattended** for more than forty-eight hours
 - (b) The vehicle has remained **illegally** on **public property** for a period of forty -eight consecutive hours
 - (c) The vehicle does not have a valid registration, license plate, certificate of inspection or title and has been left unattended
 - (d) The vehicle has remained on **property** without the consent of the KHRA.

2. Inoperable vehicles
 - (a) Flat tires
 - (b) Oil leaks
 - (c) Inoperable engine or transmission
 - (d) Vehicle on blocks or jack

3. Improperly parked vehicles
 - (e) Non-resident in resident parking
 - (f) Blocking dumpsites
 - (g) In tow-away zone
 - (h) Designated no parking zone
 - (i) Blocking an alley or fire zone
 - (j) Parking on grass
 - (k) On designated walkways/patios, etc.
 - (l) Out of date license plates
 - (m) No license plates
 - (n) Unauthorized parking in Handicap spaces

III. Unauthorized Vehicle Repairs

Kingsport Housing and Redevelopment Authority prohibits all vehicle repairs on KHRA property. However, the following repairs should be made as soon as possible (one working day or less):

1. Repair a flat tire
2. Installation of a battery
3. Jump start a vehicle
4. Installation of a starter, alternator or similar small part

No repair will be approved that will result in fluid leakage (i.e. oil change, brakes bled, etc.). All repairs must be completed in one working day's time. No repair will be approved that will necessitate jacking up a vehicle or putting it on blocks for any extended period of time. The Director of Maintenance or the Director of Housing must be contacted for approval of such repairs.

IV. Vehicle Identification Administration

All KHRA Staff will work cooperatively to identify residents and non-residents' vehicles. Any staff person noticing a vehicle without a sticker is to report it to Housing Management. This will include abandoned, inoperable, unregistered, or untagged vehicles.

Maintenance Staff will check for all violations on the following list:

1. Abandoned vehicles
2. Inoperable vehicles
3. Improperly parked vehicles
4. Vehicles without stickers
5. Vehicles that leak oil
6. All other vehicles that are in violation of parking policy

Unregistered vehicles will have the tag number and/or Vehicle Identification Number (VIN) verified through the County Clerk's Office for owner verification.

If the vehicle owner is a resident, the information including tag and/or VIN number should be recorded in the resident's file and lease violation noted.

TO AVOID A TOWING CHARGE:

1. Park only in designated areas.
2. DO NOT BLOCK DUMPSTERS.
3. Do not park in "NO PARKING" areas.
4. Do not block Community Buildings or Maintenance Shops.
5. Do not park in HANDICAPPED parking spaces unless authorized.
6. Do not park on GRASS or in areas designated as YARDS.
7. Do not park using two (2) parking spaces for one vehicle.
8. Do not park more than two (2) vehicles on KHRA property (both must be registered).
9. Do not park vehicles that are LEAKING OIL or FLUIDS in KHRA parking spaces.
10. Vehicles that are parked on JACKS or on BLOCKS will be towed immediately.

I understand and agree to the terms of the Parking Policy

	Resident Signature		Date
	Resident Signature		Date
	Resident Signature		Date