

RESIDENT VEHICLE DECAL REQUEST FORM

Only one decal will be issued for each vehicle registered at the address. Decals will not be issued to commercial vehicles without the Board of Directors permission. Only residents or owners with valid verification will be issued decals. First time residents receive decals at no charge with valid documents.

To receive a decal, you will need to submit a driver's license(s), current vehicle registration(s), and license plate number(s) prior to the decal being issued. **TENANTS MUST PROVIDE 1ST PAGE OR PAGES OF THEIR LEASE THAT SHOW THE NAMES OF OCCUPANTS AND PROPERTY ADDRESS.** *New owners will need to make a copy of their closing papers showing transfer of property.* In order to receive a decal for a company-owned vehicle with no company markings on the vehicle, a letter on company letterhead stating you are the sole driver of the vehicle must accompany your request. If the vehicle is leased, a copy of the lease agreement must accompany your request.

Return all decals and proximity cards to the property owner or property manager if leasing or to the guardhouse with the decal taped on a piece of paper with the address of the property if you are moving from the property. There is a \$25.00 replacement fee for all lost or unreturned decals or proximity cards.

If a replacement decal is needed tape the old decal onto this application or a piece paper with the property address to receive a new decal at no charge. For windshield replacements a copy of the receipt needs to be submitted, a new vehicle will need a copy of the new vehicle registration. If a decal is needed without replacement you may drop the above information off with your check or money order made **payable to Park Recreational Development** at the guardhouse in a sealed envelope addressed to Whitney Williams, with IMC Charleston.

The decal must be affixed to the inside of the driver's window above the dashboard away from any window tint. It is to be used on the car for which it is issued. Decals cannot be transferred from one vehicle to another. Any violation of this procedure may result in immediate loss of decal privileges.

Name of Owner/Tenant: _____

Physical Address: _____

Mailing Address: _____

Home or Cell Phone: _____ Business Phone _____

Email Address: _____

Gate Access Device Numbers _____

-----For Office Use-----

Name Issued To	Vehicle Make/ Model/Color/Year	License Tag Number/State	Tenant or Owner	Issue Date	Decal Number