

Portland Housing Authority

Motor Vehicle and Parking Policy

Lease Addendum

March 2020

Vehicles located on Portland Housing Authority property that are owned, leased, or in the use of the Tenant, Tenant family members, guests and visitors shall be subject to the following general rules. In addition to these general rules, each PHA housing development may make its own rules and procedures for assigning, allocating and administering vehicle and parking spaces. This addendum supersedes all current references to motor vehicles and parking in the PHA Dwelling Lease.

1. To the extent that parking spaces exist and are available on PHA property, one primary parking space will be provided per household by the PHA on a first come first basis, all other spaces must be approved by the Property Manager as space allows within each development.
2. Tenants must complete a Vehicle Registration Form for each vehicle allowed to be parked on PHA property. Vehicle Registration Forms include information on ownership, make, model, year, color and license plate number.

For each vehicle allowed to be parked on PHA property, a Vehicle Registration Form, proof of ownership and a copy of the owner's drivers license will be kept on file in the Property Managers Office. Vehicle Registration Forms will be updated at the time of tenant re-certification. It is also the tenant's responsibility to update the Vehicle Registration Form when vehicles are bought, sold or transferred. **Also, tenant must grab parking pass from sold vehicle and transfer to new one. A new parking pass will not be provided for resident's failing to do this.** If the tenant has a parking pass lost, stolen or is not able to retrieve the pass from the old vehicle, PHA will consider giving the tenant another parking pass on a case by case basis. Evidence of loss may be required such as a bill of sale of a vehicle, accident information from an insurance carrier, or a sworn statement/affidavit of the resident. The resident will be held responsible for any duplicate number pass found using PHA parking lots which will be considered a violation of terms of their lease. Any fraud in obtaining a duplicate pass may also be actionable in a court of law. No more than one vehicle may be registered by the tenant for each licensed operator on the lease except for properties where there are extra parking spaces available, a household can be eligible for a second parking space if:

- o They live in a 5 or 6-bedroom apartment, and
 - o Three vehicles or more are registered to different adult household members
3. All vehicles parked on PHA property must have a State registration, be State inspected, and be legally operable. Vehicles not meeting these requirements will be towed by the PHA at the owners expense, upon due notice.
 4. All vehicles must be parked in designated parking areas. Vehicles are not allowed to be parked or operated on lawn areas or other common area locations at any time.
 5. Any vehicle parked on PHA property that is a hazard or potential hazard of any type may be towed immediately without notice by the PHA at the expense of the vehicle owner. Hazards include, but are not limited to, restricting snow plowing, restricting snow removal, impairing

pedestrian and vehicle traffic, impair access of emergency, maintenance vehicles and trash removal.

6. Tenants may not allocate or assign their parking space to another tenant or non-resident without the permission from the Property Manager.
7. Vehicles owned by guests, visitors and other non-residents must be parked in the public right-of-way, not on PHA property.
8. Vehicles shall not be used to house persons or animals.
9. Vehicles shall not be used for storage of any type.
10. Vehicles may not be washed on PHA property using water from buildings or waterlines owned by the PHA.
11. No vehicle repair will be allowed that requires work underneath the vehicle while it is raised on jack stands, concrete blocks, ramps or other materials and devices.
12. Vehicle repairs may only be done to tenant owned or registered vehicles. PHA management reserves the right to request proof of ownership for any vehicle undergoing repairs on PHA property.
13. Commercial vehicles are not allowed to park on PHA property unless they making a delivery, performing a maintenance function, or it also serves as the primary vehicle for transportation for the tenant.
14. The following types of vehicles are not allowed to be parked on or operated on PHA property;
 - Farm registered vehicles or farm equipment
 - All-terrain vehicles (ATV)
 - Snow-mobiles
 - Dirt bikes and other off-road motorcycles
 - Recreational vehicles (RV)
 - Trailers
 - Any vehicle that poses a potential threat to the public's health and safety.
15. Notice to Vehicle Owners: In the event any motor vehicle located on PHA property is in violation of the rules within this Lease Addendum, or any vehicle policy as may be posted from time to time in the Property Manager's office, notice shall be placed on the vehicle itself on three (3) separate occasions prior to towing the vehicle at the owners expense. When ownership is known ***to be a PHA resident***, Management, may provide notice of such violation to the Tenant as provided in Section 15 of the Lease. ***When ownership is not a PHA resident, Management may have the***

vehicle towed at the owner's expense. PHA management reserves the right to have a vehicle towed immediately, without notice, in emergency situations or when a vehicle is a hazard or poses a threat to public health and safety of as described in Number 7 and Number 16 of these rules.

16. The Tenant agrees to remove the vehicle in violation of these rules within three (3) days of receiving the initial notice from PHA.

Signature

Date