

Exhibit 6-7 Policy Overview

Old Policy	New Policy
Exhibit 5-7	Exhibit 6-7

Forms

- PM639 Parking Space Request
- RA800 Reasonable Accommodation Request

Administrative Desk Manual

None

Exhibit 6-7 Parking Policy

Under HUD regulations at 24 CFR 966.5, AHFC may have special charges for services in connection with the *Residential Lease Agreement*. These charges must be available to all Tenants and posted in a conspicuous place. The *Schedule of Charges* details charges associated with parking. The purpose of this exhibit is to provide guidelines for family, guest, and visitor parking in AHFC-owned complexes and any associated charges.

6-7.1 AVAILABLE PARKING

Assigned parking may not be available in all AHFC-owned complexes. Assigned parking spaces will be numbered or marked as such. AHFC will not assign a parking space to a family that does not have a vehicle. A family without a vehicle may request an assigned parking space needed by a care provider or agency providing regular services to the family.

6-7.1.A Assigned Parking Locations

Families must park in their assigned parking space. Families may not park in spaces assigned to other families. AHFC will assign one parking space for each family on a first-come, first-served basis. A waiting list will be established and managed on a first-come, first-served basis.

If a location has available parking spaces, staff may assign a family more than one space. This will be managed by the local staff.

6-7.1.B Requesting an Assigned Parking Space

In order to be eligible for an assigned parking space, the family must have a vehicle registered in an adult family member's name. A family without a vehicle may request an assigned parking space needed by a care provider or agency providing regular services to the family. Where assigned parking is available, families may request an assigned parking space by completing a *Parking Space Request* (form PM639). Staff may use these requests to establish a waiting list for parking spaces.

Staff will complete the bottom portion of the form to assign the space. Staff may request proof of registration before assigning a parking space. A copy of the completed *Parking Space Request* is placed in the file and a copy is given to the family.

6-7.1.C “Open” Parking Locations

For complexes without assigned parking spaces, families are restricted to one parking space per family. Requests for additional parking may be granted by local staff.

6-7.1.D Changes in Vehicle Ownership

If a parking space has been assigned, families are responsible for notifying AHFC of any changes in vehicle ownership. Families that have been assigned a parking space and no longer own a vehicle may have those spaces reassigned to a family on the waiting list.

6-7.1.E Guest and Visitor Parking

Guests and visitors may park in spaces designated for visitors. If there is no visitor-designated parking marked, guests and visitors must park in available street parking.

6-7.2 HANDICAPPED PARKING

AHFC complexes may have parking spaces reserved for persons with disabilities. This parking will be assigned as available parking spaces allow and on a first-come, first-served basis. A waiting list will be established and managed on a first-come, first-served basis.

6-7.2.A Requesting Handicapped Parking

Where assigned handicapped parking is available, Tenants may request an assigned parking space by completing a *Parking Space Request* (form PM639). Tenants may also request a handicapped parking space by completing a *Reasonable Accommodation Request* (form RA800). Staff will follow the instructions in section 1.B above.

6-7.2.B Guest or Visitor Handicapped Parking

If guest or visitor handicapped parking spaces are available at an AHFC complex, they will be marked as such. Guests or visitors who park in handicapped parking spaces without the appropriate identification on their vehicle may be towed. All towing and associated costs will be at the vehicle owner’s expense.

6-7.3 PARKING SPACES WITH ELECTRICAL OUTLETS

At some AHFC properties, electrical outlets may be leased from AHFC. Electrical outlets are to be used only by the family for the purpose of plugging in the car’s block heater during cold weather conditions. Charges appear in the *Schedule of Charges*.

Leased, electrical outlets are available at:

1. Anchorage – Chugach Manor
2. Fairbanks – Golden Ages and Southall Manor

Electrical outlets are also available in Anchorage at Park View Manor. When families are assigned a space, the switch to the electrical outlet is in the family's dwelling unit. There is no additional charge for these outlets as families are responsible for the payment of their electricity service.

6-7.4 LOT MAINTENANCE ACTIVITIES

AHFC may request that families temporarily relocate vehicles for activities such as parking lot sweeping, snow plowing, repaving, or striping. AHFC will provide a notice to all families when the activity will occur and will ask families to temporarily relocate their vehicle during these times. If a family fails to move his/her vehicle during this time, AHFC may have a tow company move the vehicle. The vehicle's owner will be responsible for all costs associated with moving the vehicle.

6-7.5 UNAUTHORIZED PARKING

Families, guests, and visitors will refrain from parking any vehicles in any right-of-way or bus or fire lane designated and marked by AHFC. Any vehicles parked in unauthorized locations will be removed at the owner's expense.

Families, guests, and visitors will not park vehicles in such a way that prohibits or blocks other families' entry to, or exit from, their designated parking space.

Families, guests, and visitors will not park any inoperable, unlicensed, expired license, or abandoned vehicles on AHFC property. These vehicles will be removed at the owner's expense. An inoperable vehicle is defined as one that:

- does not have current or valid registration from the Department of Motor Vehicles (DMV);
- is not currently registered by DMV for street use;
- is in need of repair where repairs are not anticipated within the next 72 hours;
- has flat tires, is sitting on blocks, is missing a major component, has one or more broken windows, or;
- has not moved for 30 calendar days.

Families with inoperable vehicles will be notified in writing giving the family ten (10) calendar days to remove the inoperable vehicle. Failure to move or repair the vehicle within the time specified will result in a violation of the Lease. AHFC may also choose to remove the vehicle at the family's expense. Failure to correct the lease violation may result in termination of the Lease.