

# West Highlands HOA Application for Parking Decals and Guests Overnight Permits

Email completed application, signed parking agreement and proof of ownership to  
Sentry Management [atlantanorthcompliance@sentrymgt.com](mailto:atlantanorthcompliance@sentrymgt.com)

Date: \_\_\_/\_\_\_/\_\_\_

Lot # \_\_\_\_\_ Property Address: \_\_\_\_\_  
Homeowner(s) Name(s) \_\_\_\_\_

**Resident 1** \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_  
Phone: Home: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Relationship to owner: Self  Spouse/partner  Tenant  Other (specify) \_\_\_\_\_

**Resident 2** \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_  
Phone: Home: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Relationship to owner: Self  Spouse/partner  Tenant  Other (specify) \_\_\_\_\_

**Resident 3** \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_  
Phone: Home: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Relationship to owner: Self  Spouse/partner  Tenant  Other (specify) \_\_\_\_\_

**Resident 4** \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_  
Phone: Home: \_\_\_\_-\_\_\_\_-\_\_\_\_ Work: \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Relationship to owner: Self  Spouse/partner  Tenant  Other (specify) \_\_\_\_\_

\*\*\* Attach a second sheet for more than 4 residents\*\*\*

PLEASE CHECK ONE OF THE BOXES BELOW TO INDICATE THE TYPE OF VEHICLE REGISTRATION YOU ARE REQUESTING		
<input type="checkbox"/> <b>NEW RESIDENT OR FIRST TIME REGISTRANT</b> This is the first time you have registered vehicles to be parked in West Highlands Subdivision	<input type="checkbox"/> <b>CURRENT RESIDENT REGISTERING ADDITIONAL VEHICLE OWNED BY YOU</b> You already have vehicle(s) registered to park in West Highlands Subdivision and have acquired another vehicle that you would like to park on the property.	<input type="checkbox"/> <b>CURRENT RESIDENT REMOVING AN OLD VEHICLE AND REGISTERING A NEW REPLACEMENT VEHICLE</b> You have acquired a new vehicle that will replace a currently registered vehicle.  OLD VEHICLE DECAL # _____

**Vehicle 1 (OR new vehicle being registered if this is for a newly acquired vehicle to be parked at West Highlands)**

Vehicle owned by \_\_\_\_\_  
Color \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_  
Vehicle Tag # \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
VIN \_\_\_\_\_

**Vehicle 2**

Vehicle owned by \_\_\_\_\_  
Color \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_  
Vehicle Tag # \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
VIN \_\_\_\_\_

**Vehicle 3 (OR vehicle being removed from the registration list at West Highlands)**

Vehicle owned by \_\_\_\_\_  
Color \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_  
Vehicle Tag # \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
VIN \_\_\_\_\_

\*\*\* Attach a second sheet for more than 3 vehicles\*\*\*

Office use only:

Decal #1 \_\_\_\_\_ Decal #2 \_\_\_\_\_ Decal #3 \_\_\_\_\_ Decal #4 \_\_\_\_\_

Overnight Parking Permit #1 \_\_\_\_\_ Overnight Parking Permit #2 \_\_\_\_\_ Overnight Parking Permit #3 \_\_\_\_\_

Date Issued: \_\_\_/\_\_\_/\_\_\_

Notes: \_\_\_\_\_

**WEST HIGHLANDS HOMEOWNERS ASSOCIATION  
ATLANTA, GA 30318  
PARKING DECAL AND OVERNIGHT PARKING PERMIT AGREEMENT**

IN CONSIDERATION for the use of **WEST HIGHLANDS HOMEOWNER PARKING DECALS AND GUESTS OVERNIGHT PARKING PERMITS** within the West Highlands Subdivision, the resident must meet the following requirements:

1. **Homeowner of a residence within the designated area of the West Highlands subdivision subject to annual homeowners dues or a resident who lives within the designated area of the West Highlands subdivision subject to annual homeowners dues, and must provide the following documents as proof of residency** (each document is required to contain the same name and valid address within the area defined as West Highlands subdivision):
  - A valid driver's license or any other government-issued ID that has the homeowner's name, address and photo.
  - A current utility bill (within the past 30 days) such as a water, electric, or cable bill that has the homeowner's name and address.
  - Other proof of ownership (closing settlement statement, tax bill, etc.)
2. The West Highlands HOA is not responsible for loss, fire, theft, damage, or misuse of the Parking Decals and Overnight Parking Permits.
3. Static-cling Decals must be displayed on the lower left front windshield (driver's side). Overnight Parking Permit hangtags must be hung from the rear view mirror, printed side facing the windshield so that it may be read from the front of the vehicle.
4. The Overnight Parking Permits may be used only in accordance with the hours of the West Highland Parking Policy Rules and Regulations operation (CURRENTLY 12:00 Midnight TO 6:00 AM DAILY for areas where overnight parking permits are required).
5. Spaces are available on a first-come first-served basis for the use of Parking Decals and Overnight Parking Permits and not guarantee that there will always be a parking space available.
6. Overnight Parking Permits shall not be transferred to guests not associated with the issuing property address on record. Transfers are valid only to guests of residents listed on the issuing property address of record.
7. Parking Decals and Overnight Parking Permits shall not be copied, reproduced, or altered in any manner. Parking Decals shall not be transferred to vehicles other than the assigned vehicle on record.
8. The West Highlands HOA has the full and sole discretion to issue, re-issue, not to re-issue, or revoke issued Parking Decals and Overnight Parking Permits if in violation. Abuse or misuse of the Decals or Permits may result in confiscation and/or issuance of a citation and denial of further Decals and Permits.
9. Parking citations will be issued; booting; or towing if warranted without exception for any violation of this agreement and for any violation of West Highlands Parking Policy, Rules and Regulations.
10. The terms, conditions and restrictions set forth in this agreement are subject to change upon approval of the West Highlands Homeowners Association.

**MY SIGNATURE ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT AND THE WEST HIGHLANDS COMMUNITY PARKING POLICY HEREIN FOR RECEIPT OF WEST HIGHLANDS PARKING DECALS AND OVERNIGHT PARKING PERMITS. I AGREE TO ABIDE BY THE RULES AND REGULATIONS SET FORTH BY THE POLICY AND TO ALL TERMS AND CONDITIONS SET FORTH IN SAID AGREEMENT. FURTHER, I AGREE TO INFORM ALL RESIDENTS RESIDING AT THE LISTED PROPERTY ADDRESS AND ALL GUESTS VISITING THE SAME PROPERTY ADDRESS OF THE PARKING POLICY AND THE CORRESPONDING RULES AND REGULATIONS.**

**I UNDERSTAND THAT FAILURE TO ABIDE BY THE PARKING POLICY OR FAILURE TO USE THE DECALS/PERMITS CORRECTLY, MAY RESULT IN MY VEHICLE, RESIDENTS' VEHICLES AND GUESTS' VEHICLES BEING BOOTED AND TOWED WITH RECOVERY AT OWNER' EXPENSE.**

**I FURTHER AGREE IT IS MY RESPONSIBILITY TO MANAGE THE ISSUANCE AND RETRIEVAL OF OVERNIGHT PARKING PERMITS FOR MY GUESTS. I ACKNOWLEDGE THE COST TO REPLACE EACH OVERNIGHT PARKING PERMIT IS \$50 WITH AN ALLOTMENT OF ONLY ONE REPLACEMENT EVERY 12 MONTHS FROM DATE OF ISSUANCE.**

(Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

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