

Sugarland Run Townhouse Owners Association, Inc.
200 Greenfield Court
Sterling, VA 20164
703-430-4500
703-430-4501(Fax)

HOMEOWNER INFORMATION

NAME: _____	SRTHOA ACCT #: _____
SRTHOA Property Address: _____	
Phone#: (H): _____	(C) _____
Email: _____	

TENANT INFORMATION

NAME: _____	
Tenants Phone #: (H) _____	(C) _____
Tenant Email: _____	

I, _____ authorize my tenant _____ to check out a visitor parking permit. It is my understanding that if this parking permit is not returned to me upon their lease termination, I will be charged a \$125 replacement fee.

I, the homeowner, acknowledge that the SRTHOA office staff will be contacting me for authorization purposes. In the instance that they are unable to contact me, my tenant will be unable to pick up the visitor parking permit.

Homeowner Signature: _____

Date: _____

***Please advise your tenant that the following documentation will need to be provided to obtain a visitor parking permit:**

-Valid, signed lease.

-Valid DMV issued driver's license or Walkers ID.

OFFICE USE ONLY:	
Received By: _____	Date Received: _____
Lease Received: _____	Homeowner Contacted on: _____