



## RESERVED PARKING SPACES

It is the policy of the Montgomery Housing Authority to accommodate persons with disabilities as outlined in the 504 Reasonable Accommodation Housing Policy. If a resident has completed a Reasonable Accommodation request form and has been issued a Handicapped Parking Tag or Permit by the State of Alabama, the resident may be granted a Reserved Parking Space. The resident must provide the Property Manager a copy of the approved handicapped permit or registration for a handicapped tag and return all reasonable accommodation forms approving the request. Once the documentation is provided, the Property Manager will call in a work order to have a Reserved Parking Space sign installed in the parking space that is the most convenient to the resident making the request. Also, at move in and any time a resident is approved to be assigned a Reserved Parking Space, the supporting documentation must be put in the resident file. The Property Manager must provide the assigned parking space. Also, if the handicapped parking permit is issued for a temporary period, the Reserved Parking Space is only valid for the time period indicated on the parking permit.

If the resident's disability requires a fully accessible parking space, their unit number must be placed on the accessible sign or space.

The Property Manager must establish a control log for all Reserved Parking Spaces assigned. A copy of the control log is attached. An updated copy of the control log must be provided to the Public Housing Director at the end of each month and is due on the first working day after the end of the month.

When a resident moves, the Maintenance staff will remove the Reserved Parking Sign. If a resident is assigned a temporary handicapped permit, the Property Manager must submit a work order to have the sign removed when the permit expires.

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Resident Signature

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Date

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MHA Representative

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Date