

Registration Change Instructions

Anytime after the re-registration period (September) residents may update their information with the Management Office by submitting a registration change form (below). Reasons for submitting this form may include:

- Adding an occupant – must submit a new or updated lease or an add an occupant form (see below)
- Adding or deleting a vehicle

After submitting the registration change form residents will be issued, if applicable:

- Parking Permit
- Activity Card
- Mailbox Label

Reminder: The parking permit and activity card expires every year on September 30. Before that date, a pre-printed registration form will be sent to each unit for residents to review and return for processing.

If you have any questions regarding registration, please call the office.

**CHANGE(S) TO CURRENT REGISTRATION FORM
ADD OCCUPANT(S) OR VEHICLE**

Date: _____

Building Address: _____ Unit #: _____

PLEASE CHECK BOX TO ADD:

OCCUPANT(S): Add to the occupants currently registered to the unit:

* Providing your email address authorizes the Council of Unit Owners of Parkside Condominium to provide notice of relative Association business and to deliver information to you by electronic transmission in accordance with Section 11-139.1 of the Maryland Condominium Act.

Occupant Name PLEASE WRITE NEATLY	Year of Birth	Daytime Phone Number	E-mail Address*	Pool Pass Issued
		()		
		()		
		()		

Name of occupant(s) to delete: _____

VEHICLE: Add to the vehicles currently registered to the unit:

Owner/Driver of Vehicle: _____

State	License Plate #	Make	Model	Color

I certify that I am the owner of record of, or the owner of record has placed at my exclusive disposal the above described vehicle, which is not a trailer, camper, camp truck, house trailer, boat trailer, boat or the like. I understand that the parking sticker is only valid on the vehicle for which it is issued and only so long as it has not expired or been revoked and that it may be removed from the vehicle at any time if I am no longer entitled to it. I understand that the vehicle may be removed from the location where it is parked to another location on the condominium property at my sole risk and expense if, after notice of the Association's intention to perform work, its presence impedes the maintenance and repair of the common elements. I further agree that the vehicle may be towed from condominium property at my expense and risk at any time it is parked in violation of Parkside Rules and Regulations.

Resident Signature: _____

Date: _____

Office Use: _____

Employee Verification: _____

Date: _____

Vehicle to be deleted: _____

**AGREEMENT FOR ADDING AN OCCUPANT
WITHOUT A LEASE AGREEMENT**

Please add _____ as an
occupant of _____, Unit _____. By
signing below, he/she agrees to abide by the Bylaws and Rules &
Regulations of the Association.

Unit Owner: _____

Occupant: _____

Date: _____