



## **PARK Roanoke**

P.O. Box 83, Roanoke, VA 24002  
117 Church Ave., SW, Roanoke, VA 24011  
(540) 343-0585 · (540) 342-6447 FAX  
Email: [parking@PARKRoanoke.com](mailto:parking@PARKRoanoke.com)  
[www.PARKRoanoke.com](http://www.PARKRoanoke.com)

### **CHECKLIST FOR RESIDENTIAL MONTHLY PARKING AGREEMENTS**

When applying for residential monthly parking in downtown please provide the following documents:

A completed Residential Monthly Parking Permit Application & Agreement

A copy of your lease if renting; A copy of the Deed if owning

Proof of residing downtown such as an electric bill, cable bill or other bill in your name

A copy of your vehicle registration if you own your vehicle

- If the vehicle is owned by someone else, please provide a notarized letter from the vehicle owner giving you permission to drive their vehicle

A voided check if you wish to sign up for Automatic Bank Draft to pay for parking.

Please bring the above listed items to PARK Roanoke at the address above. We are open Monday through Friday 8:00 a.m. to 5:00 p.m. We are located directly across the street from Texas Tavern and Macados.