



NOTARIZED LETTER NEEDED FOR VISITORS PASS REPLACEMENT (VP-R)

CURRENT RESIDENCY INFORMATION: (PLEASE PRINT CLEARLY)

FULL NAME (PRINTED): _____

ADDRESS AND STREET: _____ APT/UNIT #: _____

CITY/STATE/ ZIP CODE: _____ PHONE #: _____

SIGNATURE _____ DATE: _____

(CURRENT TENANT OR RESIDENT)

I do hereby attest and affirm that the information enclosed in this letter is truthful, current, and accurate to the best of my knowledge. I understand that if the enclosed information is falsified it may result in my residential parking permit privileges being revoked.

REASON FOR NOTARIZED LETTER: (A VISITORS PASS CAN ONLY BE REPLACED ONE TIME IF LOST/MISPLACED OR DAMAGED)

- (PLEASE CHECK) VISITOR PASS WAS LOST/DAMAGED OR MISPLACED (MUST BE THE PERSON WHO PURCHASED THIS PERMIT)
 VISITOR PASS WAS NOT LEFT AT THE ADDRESS BY PREVIOUS TENANT

I _____ DO HEREBY ATTEST THAT I AM THE CURRENT RESIDENT
 (NAME OF RESIDENT)

AT THE ABOVE ADDRESS AND PURCHASED THE VISITORS PASS. THE VISITORS PASS WAS MISPLACED/LOST OR DAMAGED. -- OR -- WAS NOT LEFT AT THE ADDRESS BY PREVIOUS TENANT.

STATEMENT OF EXPLANATION IS NEEDED: _____

SIGNATURE: _____ DATE: _____
 (CURRENT RESIDENT AT ADDRESS)

NOTARY STAMP AND INFORMATION

Sworn to and subscribed before me:

This _____ day of _____ yr. _____

 NOTARY PUBLIC