



Stanford West Guest Parking Permit Questions & Answers

1. Where may I pick up Guest Permits?

Residents may pick up Guest Permits at the Leasing Office. Residents are responsible for giving Guest Permits to their guests and instructing them on its proper use. Guests may not obtain Guest Permits from the Leasing Office unless they are attending a function in the Social Room during Leasing Office business hours. Leasing agents will distribute Guest Permits provided the resident hosting the function has provided the Leasing office with a guest list in advance.

2. Do I need to make an appointment to pick up Guest Permits?

In order to avoid a wait, we kindly request that residents contact the Leasing Office in advance to request Guest Permits. Each Guest Permit must be prepared by management. Requesting permits by phone allows us to prepare the permits in advance so they are ready for pick-up when you come by the Leasing Office. Drop-in requests may require a wait.

3. How many Guest Permits may I pick up at any one time?

Initial distribution will be 10 Guest Permits per apartment per month.

4. What if I have more than 10 guests per month or am having a social gathering?

Additional permits may be obtained at the Leasing Office. Please contact the Leasing Office by phone so the permits may be prepared in advance. Please note, residents with special needs should contact the Leasing Office to set up an appointment to discuss their situation.

5. When do my guests need to use a Guest Permit?

Enforcement is Monday at 8:00 a.m. through Friday at 5:00 p.m.

6. Where should the Guest Permit be displayed?

Guest Permits should be displayed inside on the lower right corner of the passenger side of the vehicle's windshield.

7. Is a Guest Permit valid if it is not filled out completely?

No. Guest Permits must be completely filled out in order to be valid. Management will write-in your unit number and your lease expiration date and will sign each permit. Guests must fill in their license plate number and the date of use prior to displaying the Guest Permit

8. What if my guest is staying for more than a one day?

A guest may write up to five consecutive dates on one Guest Permit.

For example: Your guest arrives Monday, May 5th and will depart Friday, May 9, 2003. She will need one Guest Permit with May 5, 2003 to May 9, 2003 written on the "Today's date" line of the permit.

9. I have special needs. What should I do?

Residents with special needs should make an appointment with the Leasing Office to discuss their situation.