

Parking Policy

New tenants will receive 1 free parking permit per adult on their lease. Tenants will be charged \$30 for any additional parking permits.

To receive a parking permit, the following information is needed:

- License Plate Number
- Year, Make, & Model of vehicle

Tenants must place parking stickers on the top left corner of the driver's side of their vehicle (windshield).

***TENANTS CARS WILL BE TOWED IF PARKED ON GUEST PARKING SIDE!!!**

***NO PARKING** near the garbage dumpster areas. Violators will be towed.

Guest Parking

Tenants must register all guests' vehicles on our website at <https://newsburbanapt.com/guest-parking>. Click on **"Guest Parking"** at the top right corner in Main Menu. The following information is needed for registering a guest's vehicle:

Tenant Info

- ❖ Tenant Name
- ❖ Unit #
- ❖ Email address
- ❖ Tenant Primary Phone

Guest Info

- ❖ Guest Name
- ❖ Guest Cell Phone
- ❖ Vehicle Make
- ❖ Vehicle Model
- ❖ Vehicle Color
- ❖ License Plate #

Tenants are responsible for informing all guests of the parking policy at Suburban Apartments.

***Please note that this registration is valid for 72 hours from the time of registration. False information, expiration, or failing to register any vehicles could result in the towing of the vehicle.**



*****The Management Office will not reimburse for any towing fees.*****

FAILURE TO PAY / LATE RENT POLICY

Rent is due on the first (1st) of the month, with a grace period until the fifth (5th) day of each month. Failure to pay by this date will result in the following:

- **A late fee to be charged:**
 - ❖ **\$50** if paid on the 6th-10th of the month, then
 - ❖ **\$100** if paid on or after the 11th of the month
- **If rent is behind by one month:**
 - ❖ We reserve the right to invalidate your parking pass.
 - ❖ Your vehicle(s) can be towed, and you will be liable for the \$170.00 fee plus storage charged by *Tri-State Towing*.
 - ❖ You may receive a 5-day notice
- **If rent is behind by two months:**
 - ❖ If no attempts to make a payment have been made (aside from Section 8 payments), and you have not spoken with us; we will start the eviction process.
 - ❖ You may be given the option to move out without going through eviction, however, this means that you will forfeit your security deposit and your balance will be turned over to a collection agency.