



CITY OF RICHMOND
RESIDENTIAL PARKING PERMIT INSTRUCTIONS
Department of Finance

**January 01, 2009 to
December 31, 2009**

Carver District

1. Complete a Residential Parking Permit Application, providing answers to all questions.
 - A. Property Owners/Residents p.1
 - B. Renters p.2
2. Sign and date the application.
3. Renters must provide a copy of their lease and have the property owner sign the renter's application found on page two.
4. Provide verification of identity:
 - a. If you possess a Virginia Driver's License, provide us your Driver's License Number so we can match it with DMV records.
 - b. If you do not possess a Virginia Driver's License, please provide a photocopy of a picture identification that clearly displays your name and picture.
 - c. If the tenant is a Student, he/she must provide a full-time schedule in order to receive a Carver Parking Decal.
 - d. If you are the property owner, resident or otherwise, please provide us the Map Reference Number of the parcel, the most recent real estate tax bill or your account number with the Department of Public Utilities to enable us to verify ownership with our real estate tax or utility account records.

5. Payment Method(s) and Locations

A Payment Methods:

1. Cash, Money Order, Cashier's Check, etc.
2. Check
3. Credit Card (MasterCard, Visa, Discover, American Express) – 2.5% Convenience Fee assessed to and paid by customer as required in agreements with credit card companies.

B Payment Methods:

1. **City Hall**, Room 102, 900 East Broad St
2. **Mail:** City of Richmond
Department of Finance – Collections
Attn: Carver Parking
900 East Broad St
Room 102, City Hall
Richmond, VA 23219