



MARLOW TOWERS CONDOMINIUM ASSOCIATION

Parking Registration & Policies

December 5, 2024

Dear Council of Owners,

In preparation for the new year ahead, it's time to reissue annual parking passes. The new parking passes will be distributed to the community beginning December 16, Monday through Friday, 9 AM to Noon and 1 PM - 4 PM. To obtain parking passes, unit owners must complete the registration form and provide all required documentation. Once all information is received and approved, passes will be available for pick up the following day (ex. drop off Monday pick up Tuesday).

The electronic fillable form can be emailed to: frontdesk@marlowtowerscondo.org. **Please note that written permission must be submitted for passes to be released to the tenant.**

If passes need to be purchased please let the office know and a charge will be added to your account, once paid the pass will be issued. **Enforcement of new parking passes will begin on Monday, January 6, 2025.**

2025 Parking Pass Policy

The Office does not accept Cash, PayPal, Zelle, CashApp, or any other cash methods.

MTCA issues 3 types of parking passes:

1. Permanent Parking Pass: A sticker affixed to your rear window.
2. Visitor Parking Pass: A hang tag to be hung on the rearview mirror. These passes are specifically for visitors. Abused use is subject to being tracked.
3. Temporary Visitor Parking Pass: Orange paper hang tag issued by the office.

Vehicles Registered to MTCA

Owners/Residents with vehicles registered to their MTCA address along with a matching license and registration will be issued up to 2 Permanent Passes and 1 Visitor Pass. If an additional Permanent Parking Pass is required, the charge is \$150.00.

A lost Visitor Parking Pass will cost \$150.00 to replace and the tag number will be reported to the tow company. If a replacement pass is needed for a new vehicle there is no cost, however, the original tag number will be reported to the tow company.

Vehicles Not Registered to MTCA

If a vehicle is registered in Maryland but not to your MTCA address the cost for Permanent Parking Passes is \$300. Maryland licenses and registrations must have matching information. It will be prorated at \$25 per month after January 2025. Regardless of when a pass is requested, a full month's charge will be required. A Visitor Pass can be purchased for \$175. The resident can purchase up to 2 Permanent Passes and 1 Visitor Hang Tag.

All parking charges must be paid via check, money order, or paid online through Buildium.

*For example, if the pass is purchased on January 15th the cost is \$300, Feb 15th \$275 or July 15th \$125.

Vehicles Not Registered in Maryland.

Vehicles not registered in Maryland will be issued **one** orange 60-day temporary pass. Maryland laws require that most vehicles be titled and registered in this state if they will be kept here for more than 60 days. No passes can be purchased for vehicles registered outside of Maryland.

Other

Owners/Renters who are non-drivers or do not own a vehicle will be issued 1 Visitor Parking Pass. You must present a Maryland ID/License with your MTCA address.

Temporary Visitor passes are issued for up to one week. The tag number, color, and model of the vehicle are required to receive the pass. The frequency of requests will be monitored.

Owners of **commercial vehicles** must request permission to park in writing and be prepared to provide appropriate documentation to the Board of Directors. E-mails should be sent to bodirectors@marlowtowerscondo.org. **This must be done annually.**

Board of Directors
Marlow Towers Condominium Association