



67-02 SPRINGFIELD BOULEVARD
BAYSIDE, NY 11364
(718) 229-1717
WWW.BELLPARKGARDENS.NYC

NEW PARKING PERMIT INSTRUCTIONS

Please use the instructions below and accompanying forms only if you have an existing parking permit. All other shareholders should save the documents for information purposes.

We are now in the process of issuing new parking permit stickers to all shareholders who currently have permits.

Use the schedule below, to come to the management office, starting on MONDAY, AUGUST 28 in order to obtain your new permit sticker.

Monday - Friday: 9:00 AM - 11:00 AM & 2:00 PM - 4:00 PM

Tuesday, August 29: Evening hours 4:30 PM - 8:00 PM

Thursday, September 7: Evening hours 4:30 PM - 8:00 PM

Saturday, September 9: 10:00 AM - 2:00 PM

When you come to the office, you must bring all of the following, in order to obtain a new parking permit:

1. Vehicle registration vehicle(s) must be registered in New York State to your address at **Bell Park Gardens**.
2. New York State driver's license.
3. Vehicle insurance certificate (the one you carry in your car).
4. A completed parking permit registration form (attached).

Shareholders who have any problems obtaining the requested documents listed above, should **contact the management office** to discuss their specific issue.

After you obtain your new parking permit, place the permit on the **outside** of the **rear** driver side window of your vehicle(s) - see location photo on back of this page.

Your permit sticker must be placed in the location indicated on the photo. Vehicles with improperly located permit stickers or permits found to be mounted on another shareholder vehicle, will be subject to substantial fees, towing and possible loss of parking privileges.

REMINDER: Vehicles with TLC, commercial or out-of state registrations will not be issued permits.

- Shareholders who may require special assistance with the permit process and associated scheduling hours, should **contact the management office** to discuss your specific issue.

Thank you.

Bell Park Gardens Management Office

SEE OTHER SIDE > > >

PARKING PERMIT LOCATION INFORMATION



- Place parking permit sticker **ONLY** at location shown above.
(Driver side, rear window)
- Sticker should be located one inch from the left window frame and one inch from the bottom of the frame.
- Clean window where sticker will be located to allow for proper mounting.
 - You may remove your old permit on your vehicle's bumper, **after** you receive and install your new permit.