



Parking Enforcement Checklist for Rental Properties

Initial Complaint & Documentation

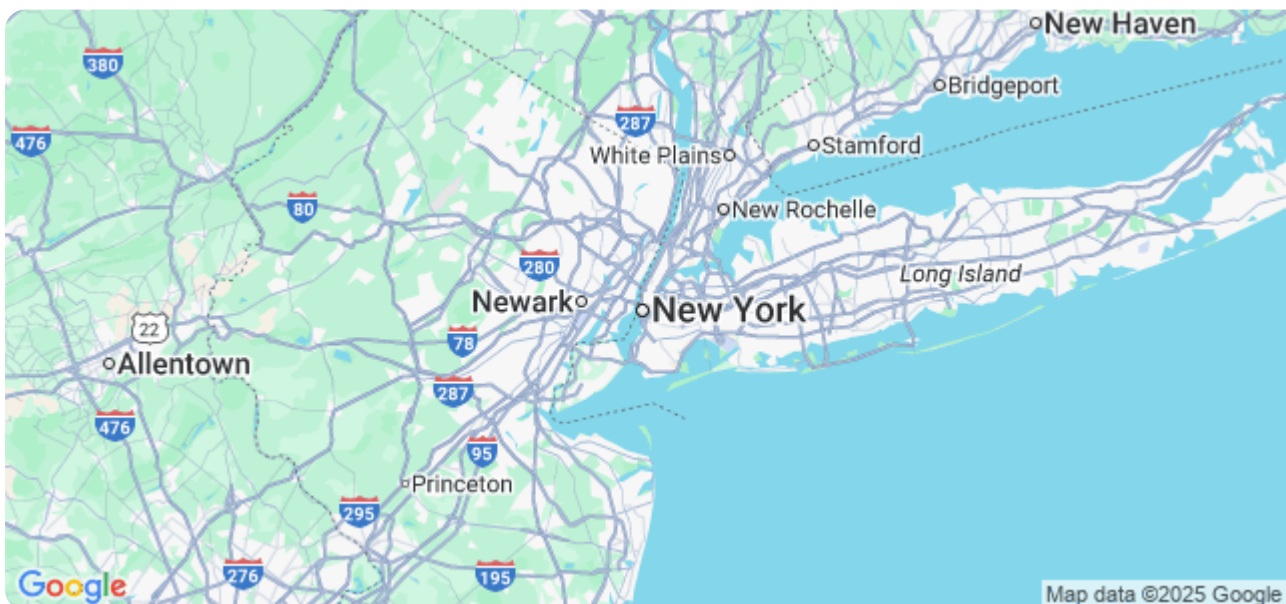
Records the initial violation and associated details.

Complaint Date

Complaint Time

Vehicle Location

 [Set My Current Location](#)



Description of Violation

Write something...

Type of Violation

- ☐ Unauthorized Vehicle
- ☐ Parking in Restricted Area
- ☐ Expired Permit
- ☐ Blocked Access

Vehicle License Plate Number

Enter a number...

Complainant Name

Write something...

Unit/Building Number (if applicable)

Enter a number...

Warning Notification

Documents the issuance of a formal warning to the resident.

Warning Date

Enter date...

Resident Name

Write something...

Description of Violation

Write something...

Details of Warning

Write something...

Warning Method

- ☐ In-Person
- ☐ Certified Mail
- ☐ Email

Property Manager Signature

Resident Acknowledgement (if applicable)

Write something...

Towing Authorization (if applicable)

Details the process and authorization for vehicle towing.

Authorization Date

Enter date...

Scheduled Tow Time

Reason for Tow

- ☐ Parking Violation
- ☐ Unauthorized Vehicle
- ☐ Blocking Access
- ☐ Abandoned Vehicle

Detailed Explanation of Violation

Write something...

Towing Company

- ☐ Company A
- ☐ Company B
- ☐ Company C

Vehicle License Plate Number

Enter a number...

Resident Notification Log (Date/Time, Method)

Write something...

Management Authorization Signature

Vehicle Removal & Storage

Records the vehicle's removal and details regarding storage location.

Vehicle Removal Date

Enter date...

Vehicle Removal Time

Vehicle Removal Location (Photo Recommended)

 Set My Current Location

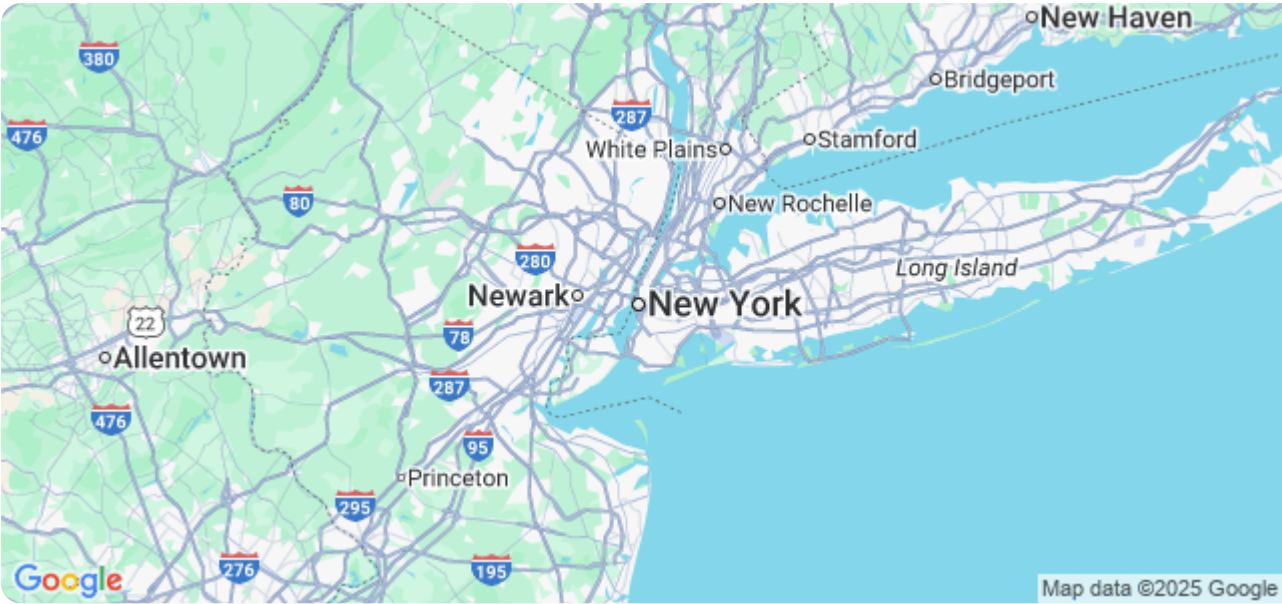


Photo of Vehicle Prior to Removal

 Upload File

Vehicle Identification Number (VIN)

Write something...

License Plate Number

Write something...

Storage Facility Lot Number

Enter a number...

Description of Vehicle Condition Upon Removal

Write something...

Resident Communication & Follow-up

Documents all communication with the resident regarding the violation.

Initial Communication Date

Enter date...

Communication Method

- ☐ Email
- ☐ Phone Call
- ☐ Written Notice
- ☐ In-Person Meeting

Summary of Communication Content

Write something...

Resident Response

- ☐ Cooperative
- ☐ Neutral
- ☐ Uncooperative

Time of Communication (if applicable)

Notes on Resident Interaction

Write something...

Property Manager Signature (Confirmation of Communication)

Legal & Reporting Requirements

Ensures compliance with local laws and reporting obligations.

Violation Date

Enter date...

Local Ordinance Cited

- ☐ Ordinance 1
- ☐ Ordinance 2
- ☐ Ordinance 3

Summary of Legal Basis

Write something...


Fine Amount (if applicable)

Enter a number...

Reporting Agency (if applicable)

- ☐ City Planning
- ☐ Local Police
- ☐ None

Supporting Documentation (e.g., photos, police reports)

 Upload File

Case Reference Number (if applicable)

Write something...

Review and Update

Periodic review of the process for effectiveness and to ensure compliance with any legal updates.

Last Review Date

Enter date...

Summary of Review Findings

Write something...

Areas Updated (Select All That Apply)

- ☐ Warning Process
- ☐ Towing Authorization
- ☐ Resident Communication
- ☐ Legal Compliance

Number of Violations Reduced (if applicable)

Enter a number...

Overall Assessment

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Requires Significant Changes

Recommendations for Improvement

Write something...